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AeHN BOARD OF DIRECTORS

Paul Sherry
President, AeHN
Health Policy Strategist, Alaska
Native Tribal Health Consortium

Dr. Jerome List
Vice-President, AeHN
President, Alaska EHR Alliance

J. Patrick Luby
Secretary, AeHN
Advocacy Director, AARP Alaska

Garth Hamblin
Treasurer, AeHN
CFO, Bartlett Regional Hospital

Karen Perdue
President/CEO, Alaska State
Hospital and Nursing Home
Association

Jeff Davis
President, Premera Blue Cross
Blue Shield

Stevi Morton
Chief Information Officer,
Providence, Alaska Region

Dr. Tom Nighswander
Assistant Regional Dean
Alaska WWAMI Program

Marilyn Kasmar
CEO, Alaska Primary Care
Association

Bill Streur
Commissioner
State of AK, DHSS

Jan Harris
Vice Provost for Health Programs
University of Alaska

Alex Spector
Director, Alaska VA Healthcare
System

Jim Yarmon
President/CEO, Yarmon
Investments

AeHN Board of Directors Meeting

December 21, 2011

11:30 AM to 2:00 PM

**Location: AARP Conference Room, 3601 C. St., Ste 1420,
Anchorage, AK**

Dial in: 866-856-0521, 4045847#

Business Agenda

- 1. Call to Order/Paul Sherry**
 - a. Welcome and Introductions
 - b. Approval of Minutes
 - c. Approval of Agenda
- 2. President's Report/Paul Sherry**
- 3. Executive Director's Report/Bill Sorrells**
- 4. Statewide ARRA Projects/Paul Cartland**
- 5. Review and adopt Bylaws Amendments/Carolyn Heyman-Lane**
- 6. Schedule officer elections/AeHN Board**
- 7. Policies to discuss/adopt / Carolyn Heyman-Lane**
- 8. Revised AeHN Budget for FY12**
- 9. Discussion on sustainability plan/Bill Sorrells**
- 10. Formal approval of the response to the State review (Cognosante)**
- 11. Action on recommended HIE beta testing for pilot sites**
- 12. FCC Project Pilot Update**
- 13. Arrangements for next meeting/discussion of meeting dates for January-March 2012**
- 14. Adjournment**



Board Members Present			
A	Davis, Jeff – Premera BC/BS	P	Luby, Pat - AARP
T	Hamblin, Garth – Bartlett	P	Nighswander, Tom, MD - ANTHC
A	Harris, Jan – University of AK (NV)	A	Perdue, Karen - ASHNHA
P	Al Parrish – Providence (Proxy – Stevi Morton)	P	Sherry, Paul - Tribal
P	Kasmar, Marilyn - APCA	P	Spector, Alex –VA, AFHCP
P	List, Jerome, MD - AEHRA	A	Bill Streur, DHSS (Proxy - Paul Cartland)
		P	Jim Yarmon – Yarmon Enterprise

P=Present / T=Teleconference / A=Absent / NV=Non-voting Member (Quorum = 7 Voting Members or Member Proxies)

Guests Present		
Carolyn Heyman-Layne, AeHN		

Supporting Documents:

TIME	AGENDA ITEM – Presenter/Discussion	Consensus/Action
6:43 pm	<p>1. CALL TO ORDER The regular meeting of the AeHN Board of Directors was called to order at 6:43 pm</p> <p>Welcome and Introductions It was determined that a quorum was present in order to conduct business.</p> <p>a. Approval of Agenda President Sherry provided a brief review of the agenda.</p> <p>b. Approval of Minutes President Sherry provided a brief review of the minutes from August 17, 2011 and called for a motion to approve. There was a motion by Jim Yarmon to approve the minutes, seconded by Pat Luby. Motion carried unanimously.</p> <p>2. Seat New Board Member, Deb Erickson Deb Erickson is nominated as a new board member representing the Alaska Health Care Community. President Sherry asked for a motion to approve Mrs. Erickson as a new AeHN board member. There was a motion by Thomas Nighswander to approve, seconded by Stevi Morton. Motion carried unanimously.</p>	<p>Meeting convened at 6:43 pm</p> <p>Motion to approve Minutes dated 8.17.11 as written. Motion passed unanimously.</p> <p>Motion to approve Ms. Deb Erickson as a new AeHN Board Member. Motion passed unanimously.</p>

3. Carolyn Heyman-Lane (AeHN Policy Review)

Carolyn Heyman-Lane went over the AeHN Policies for review. The Securities Policies were approved by the Legal Workgroup. There were very few changes except for portable media. These Policies were all reformatted so they are in the AeHN formal policy format.

Carolyn Heyman-Lane went over each Policy with the Board members.

Stevie Morton asked a question on who is the privacy and security officer for AeHN? Paul and Bill addressed this question.

Stevi Morton made a suggestion to ensure cross linkage of the HIPAA Policy with the HR Policies.

President Sherry asked for a motion to approve the Security Policies (2.00-2.400). There was a motion by Alex Spector to approve, seconded by Pat Luby. Motion carried unanimously.

Motion to approve the AeHN Security Policies (2.00-2.400). Motion passed unanimously.

President Sherry asked for a motion to approve the Privacy Policy (3.100) as long as it is cross referenced with the HR Policy. There was a motion by Thomas Nighswander to approve, seconded by Jim Yarmon. Motion carried unanimously.

Motion to approve the AeHN Privacy Policy (3.100) with a cross reference to the AeHN HR Policy. Motion passed unanimously.

President Sherry asked for a motion to approve the Underserved Policy (5.100). There was a motion by Pat Luby to approve, seconded by Thomas Nighswander. Motion carried unanimously.

Motion to approve the AeHN Underserved Policy (5.100). Motion passed unanimously.

President Sherry asked for a motion to withdraw the Independent Consultant Policy. There was a motion by Stevi Morton to approve, seconded by Jim Yarmon. Motion carried unanimously.

Motion to approve withdrawal of the AeHN Independent Consultant Policy. Motion passed unanimously.

Carolyn mentioned that the next review will be on the AeHN Bylaws and that this requires an extended discussion of governance. A retreat will be planned for the AeHN board to go over these. Bill Sorrells and Carolyn Heyman-Lane will work on putting this retreat together.

4. Paul Sherry (FCC Pilot Project Status RFP)

President Sherry went over the RFP for the FCC Pilot Project with the AeHN Board of Directors. Prior to the motion the AeHN Board of Directors went into an executive session briefly. The AeHN Board of Directors came out of the executive session and President Sherry asked for a motion to a) Review GCI eligibility again b) close the RFP and move ahead with the review of the GCI Proposal and c) give authorization for the Executive Director to move ahead. There was a motion by Jim Yarmon to approve, seconded by Thomas Nighswander. Motion carried unanimously.

Motion to approve the Executive Director of AeHN to proceed with the GCI Proposal for the FCC. Motion passed unanimously.

9. ARRANGEMENTS FOR NEXT MEETING

The next scheduled AeHN Board Meeting will be held October 19, 2011. A note will be sent out to AeHN Board Members about a retreat in the next two months.

10. ADJOURNMENT

The AeHN Board of Directors meeting adjourned at 7:30 pm



Board Members Present			
A	Davis, Jeff – Premera BC/BS	P	Luby, Pat - AARP
T	Hamblin, Garth – Bartlett	P	Nighswander, Tom, MD - ANTHC
T	Harris, Jan – University of AK (NV)	P	Perdue, Karen - ASHNHA
P	Al Parrish – Providence (Proxy – Stevi Morton)	P	Sherry, Paul - Tribal
P	Kasmar, Marilyn - APCA	P	Spector, Alex –VA, AFHCP
P	List, Jerome, MD - AEHRA	P	Bill Streur, DHSS (Proxy - Paul Cartland)
		P	Jim Yarmon – Yarmon Enterprise

Ad Hoc:

Bill Sorrells, Executive Director

Michelle Gonzalez, Recorder

P=Present / T=Teleconference / A=Absent / NV=Non-voting Member (Quorum = 7 Voting Members or Member Proxies)

Guests Present		
Linda Boochever, AEHRA	Benjamin V. Tsosie, ANTHC	Carolyn Heyman-Lane, AeHN
Richard Hall, ANTHC		

Supporting Documents:

TIME	AGENDA ITEM – Presenter/Discussion	Consensus/Action
11:40 am	<p>1. CALL TO ORDER The regular meeting of the AeHN Board of Directors was called to order at 11:40 am</p> <p>Welcome and Introductions It was determined that a quorum was present in order to conduct business.</p> <p>a. Approval of Agenda President Sherry provided a brief review of the agenda. William Streur would like to present updated information from Cognasante.</p> <p>b. Approval of Minutes President Sherry provided a brief review of the minutes from September 21, 2011 and called for a motion to approve. The following items needs to be changed in the minutes:</p> <ul style="list-style-type: none"> Item number four in the minutes is approved upon research Stevi Morton’s first name to be corrected in minutes Location of the September 21, 2011 meeting needs to be corrected to the Hotel Captain Cook <p>There was a motion by to approve the minutes. Motion carried unanimously.</p>	<p>Meeting convened at 11:40 am</p> <p>Motion to approve Minutes dated 9.21.11 as written. Motion passed unanimously.</p>

Presidents Report (Paul Sherry)

President Sherry gave his report to the AeHN Board of Directors. He took opportunity to write a letter to Commissioner Streur about the HIE work so that the State contract and Orion contract line up and that AeHN needed to move additional resources as part of the contract. President Sherry wanted to make sure AeHN is moving ahead with a state appropriation request. The Letter was received on Tuesday, October 18th by Commissioner Streur and AeHN is looking forward to Mr. Streur's feedback. President Sherry mentioned that he received communications from Al Parrish to transition responsibilities to Stevi Morton. Deb Erickson will also give an update on her status.

AeHN has received a lot of feedback from different people on the Annual meeting, and that we appreciate support from different people. President Sherry would like to move ahead to get objectives received. We have some key action points coming up this Fall. President Sherry asked the Board Meeting attendees if there were any questions.

President Sherry talked about a Board member status, and said he received a nice communication from Mr. Parrish, moving on from his role from Providence. Sometime this Fall AeHN would like to take the time to recognize Mr. Parrish for his start up work with AeHN.

President Sherry asked for a motion to approve a transition of responsibilities from Al Parrish to Stevi Morton. There was a motion by Thomas Nighswander to approve, seconded by Jim Yarmon. Motion carried unanimously.

Deb Erickson gave an update on her status as an AeHN Board Member. She stated the body for SB133 does not exist for this nonvoting seat within the Department of Health and Social Services and that she will need to resign after one month on the AeHN Board in this nonvoting seat. Mrs. Erickson mentioned that we do already have a link with Department of Health and Social Services through current AeHN Board Member Jeff Davis and that she communicates regularly with Paul Cartland. Mrs. Erickson stated that the commission continues to have a series of standing recommendations of health information technology. The annual report will provide an update on the work that AeHN and EHR Alliance are doing.

A question was asked if we could ask the commission for another person or if this position is null and void and if we are in compliance with the law? Commissioner Streur addressed this question. President Sherry asked if we would need a two way dialogue with the Commission. Commissioner Streur will follow up on if AeHN needs a follow up conversation on this.

Deb Erickson will submit a formal letter of resignation and wrap this up with the department of law.

President Sherry asked for a motion to approve acceptance of Deb Erickson's resignation as an AeHN Board Member. There was a motion by Thomas Nighswander to approve, seconded by Jim Yarmon. Motion carried unanimously.

Motion to approve a transition of responsibilities from Al Parrish to Stevi Morton. Motion passed unanimously.

Motion to approve acceptance of Deb Erickson's resignation as an AeHN Board Member. Motion passed unanimously.

Developments with AeHN (William Streur)

Mr. Streur briefed the AeHN Board with key points from a report by Cognasante. Cognasante is a recognized expert in this area and this assessment is based on AeHN's documented product and assessment of interviews. Areas of the report are scored with green, yellow and red indicators.

Key points recognized were

- governance lacks insufficient transparency
- insufficient definition of membership value
- required HIE policies and procedures not yet in place to support HIE
- no risk management plan or risk assessment

Additional accountability was necessary from the AeHN Board and AeHN staff. A final report will be sent to the AeHN Board of Directors c/o Bill Sorrells. Within two weeks of receipt of this report, an action plan will be required back.

The State of Alaska is looking for a corrective action plan by the end of November.

A question was asked if we knew that this reporting was being done. President Sherry addressed this question.

Bill Sorrells stated that once we get this report we will work to correct these items.

President Sherry stated that we reconnect as a Board at the end of November to go over a corrective action plan.

Karen Perdue thanked the Commissioner for coming here and providing a report. We can look at this as a self assessment. Karen pledged to renew her efforts to be involved and use this as a guide and opportunity.

Bill Sorrells would like to go over the 5 areas as scored and respond to the findings.

President Sherry stated we will forward the report out to all Board members and put this report on the November 11th schedule.

Bill – ED Report

Bill gave his report to the BOD of Directors and a written report was sent out via email to the AeHN Board of Directors. Topics covered included updates on the following: Financial, HIE, REC Grant, FCC Rural Health Care Pilot, Coordination with the State of Alaska, Staffing, and Network Meetings.

Financial

Bill stated that we are waiting for a contract with the State of Alaska. In our REC grant with core funding, AeHN has 407K left and 470K left in the Wells Fargo account. AeHN currently spends 45K a month, most of this on salaries. The burn rate for the HIE is 34K, much of that is salaries. We have an agreement with the HIE coordinators that starting in October AeHN will start invoicing the State of Alaska. AeHN is starting an official audit of all of our finances starting November 1st, 2011. We have not signed an agreement yet.

HIE

There are currently 16 organizations that have signed DUA's. HIE acceptance testing went very well. Orion health

might be willing to let us move forward on some clinics. There is data flowing from pilot organizations. As we are demonstrating the clinical portal and we are using test data, organizations are waiting for approval to use this service. AeHN has policies approved by the AeHN Board we are posting them to our website. HL7 Solution for IHS RPMS is looking very positive. TCC is satisfied with the solution that is in place. The Orion solution allows for a continuity of care document and will be in production next month. The State of Alaska can benefit from work from the RPMS solution as the State uses RPMS. AeHN was asked to consider putting in a demo package to show our version of the HIE at an upcoming conference.

REC Grant

AeHN is actively working with the ONC Coordinator. AeHN staff will be attended a CAH/RH Boot camp Training in Houston, TX this month. AeHN is working with the ONC to come up with more achievable sign up numbers and may be reduced to 600. An Operations Plan and Mitigation Plan were provided to Paul Cartland. We have over 300 providers signed up for REC Services. Bill Sorrells has met with Providence and is looking at having Providence Health Systems as one of the vendors. AeHN has been providing a lot of presentations on HIE and REC. We are working with ASHNA to target rural hospitals and to help them to find meaningful use.

A question was asked if we know how we are doing with the community health center sign ups? Bill Sorrells addressed this question.

FCC Rural Health Care Pilot

AeHN reviewed documentation and we did not see anything in the way that prevents GCI from participating in the 2nd phase. Carolyn Heyman-Lane reviewed documentation as well and also talked to Rebecca Madison. GCI has a presentation October 27th – if all goes well the group will make a recommendation to the AeHN Board of Directors or will propose something else. We are still waiting on feedback and input from other organizations. A Recommendation will be made the next time we meet.

A question was asked if a meeting notice will be sent out to the AeHN Board of Directors for this meeting on 10/27/2011. Bill Sorrells addressed this question and Michelle Gonzalez will send out a meeting notice.

Coordination with the State of Alaska

We are continuing to work with the state of Alaska.

Staffing

Erin Edin is a new employee of AeHN and will be working with the REC Program. We currently have 3 organizations that want us to do consulting with them.

A question was asked on where someone can find a list of the acting AeHN workgroups. Bill Sorrells addressed this question.

A recommendation was made about Orion's offer to move forward without a contract. Bill Sorrells and President Sherry addressed this concern. President Sherry recommended that we give the plan to State, finish negotiations and once an amendment is made we are free to move forward

There was a question on the auditing process. Bill Sorrells addressed this question.

President Sherry asked for a motion to approve the formation of an ad hoc Audit Committee, consisting of President Sherry, Dr. List and Garth Hamblin, in lieu of a Finance Committee. The Audit Committee would review the proposals and report back to the AeHN Board their recommended selection. There was a motion by Karen Perdue to approve, seconded by Stevi Morton. Motion carried unanimously.

network responsibilities policy – Paul Sherry

Document handed out to AeHN Board for review

Change Requests – Bill Sorrells

Bill Sorrells would like the consent of the AeHN Board to proceed with these Change Requests to the Orion Contract. There are fees associated with these changes as well as upfront costs to provide the licenses. There is also an annual certificate fee of a thousand dollars which will need to be paid by AeHN. These requirements came from ONC after AeHN's contract with Orion. AeHN will need to purchase in advance a certain number of provider mailboxes.

Bill Sorrells mentioned that there is a requirement from ONC to have push messaging for all providers and that there will be a cost to get certificates of authenticity. Stevi Morton asked if this puts the cost up in the 100k category. Bill Sorrells addressed this question. There was a question if there is already a change in the state contract. Bill Sorrells addressed this question. Stevi Morton offered that we hold this before we commit anything to Orion.

The following questions were asked:

- Will this affect providers and subscription with AeHN, Bill Sorrells addressed this question.
- What is the total layout for this? 1k to Orion or 11K? Bill Sorrells addressed this question.
- Do we know how many providers would be interested in this? Bill Sorrells addressed this question.

President Sherry asked for a motion to approve Change Request 001 subject to completion of contract/review with the State of Alaska. There was a motion by Jim Yarmon to approve, seconded by Stevi Morton. Motion carried unanimously.

Motion to approve Change Request 001 subject to completion of contract/review with the State of Alaska. Motion passed unanimously.

President Sherry asked for a motion to approve Change Request 002 subject to completion of the contract/review with the State of Alaska. There was a motion by Jim Yarmon to approve, seconded by Stevi Morton. Motion carried unanimously.

Motion to approve Change Request 002 subject to completion of the contract/review with the State of Alaska. Motion passed unanimously.

William Sorrells mentioned that the demonstration environment will include any subsequent items and we will not be charged for additional work.

Bill Sorrells gave an overview to the Board of Directors on what this Change Request means. It gives us capability to

access similar health information from the DOD, anyone who signed a support agreement This allows us to connect to other HIE's. There is a onetime set up fee of \$100k and it will take us at least three months to make the connection with the VA and DOD. There are subsequent mail box fees and AeHN could elect to cover the cost – large chunk is 100 k to get connected. It is in the best interest of Alaskans to get connection to the NHIN.

President Sherry asked for a motion to approve Change Request 004 subject to pending negotiations/contract with the State of Alaska. There was a motion by Stevi Morton to approve, seconded by Jim Yarmon. Motion carried unanimously.

Motion to approve Change Request 004 subject to pending negotiations/contract with the State of Alaska. Motion passed unanimously.

9. MARKETING PLAN / ALASKA EHR ALLIANCE UPDATE

Linda Boochever gave her report to the BOD of Directors and a written report was sent out via email .Linda encouraged the AeHN Board to read the report and watch for the new television ad that is coming out at the end of October. There is currently a radio ad that is running. AeHN has been at a lot of conferences in the past two months.

Bill mentioned that the Annual ONC Grantee Meeting is next month. Bill Sorrells and staff will be going to Washington, DC to attend this meeting. Information will be provided back to the AeHN Board of Directors.

9. ARRANGEMENTS FOR NEXT MEETING

The next scheduled AeHN Board Meeting will be held November 11, 2011. The AeHN Board will be looking at the Bylaws and the report from Cognasante report. It was recommended that the AeHN Board of Directors get a preliminary review of the report and then finalize it at the end of November. A proposed date of 11/28/11 will be scheduled for a review of the report.

10. ADJOURNMENT

The AeHN Board of Directors meeting adjourned at 1:50 p.m.



Board Members Present			
A	Davis, Jeff – Premera BC/BS	P	Luby, Pat - AARP
P	Hamblin, Garth – Bartlett	P	Nighswander, Tom, MD - ANTHC
P	Harris, Jan – University of AK (NV)	P	Perdue, Karen - ASHNHA
P	Stevi Morton – Providence	P	Sherry, Paul - Tribal
P	Kasmar, Marilyn - APCA	A	Spector, Alex –VA, AFHCP
P	List, Jerome, MD - AEHRA	A	Bill Streur, DHSS (Proxy - Paul Cartland)
		P	Jim Yarmon – Yarmon Enterprise

P=Present / T=Teleconference / A=Absent / NV=Non-voting Member (Quorum = 7 Voting Members or Member Proxies)

Guests Present		
Carolyn Heyman-Lane, AeHN	Amelia Nazworth, CPA, MBA – Thomas, Head and Greisen	Wendy Chamberlain, Legislative Consultants

Supporting Documents:

TIME	AGENDA ITEM – Presenter/Discussion	Consensus/Action
10:23 am	<p>1. CALL TO ORDER The regular meeting of the AeHN Board of Directors was called to order at 10:23 am</p> <p>Welcome and Introductions It was determined that a quorum was present in order to conduct business.</p> <p>a. Approval of Agenda President Sherry provided a brief review of the agenda. There was consensus from the AeHN Board of Directors to run this meeting as a regularly scheduled AeHN Board Meeting.</p> <p>b. Approval of Minutes President Sherry announced that the meeting minutes from October 19, 2011 will be sent out to the AeHN Board of Directors for review and will be presented for approval at the December AeHN Board Meeting.</p> <p>Introduction of Thomas, Head and Greisen (Amelia Nazworth, CPA, MBA) Amelia Nazworth of Thomas, Head and Greisen, PC (TH&G) introduced herself to the AeHN Board of Directors. Amelia explained that TH&G has begun the planning process and will examine AeHN Financial Statements and disclosures. Field work will be conducted by the end of November or the beginning of December 2011. A report to the AeHN Board of Directors will be presented in January 2012. A question was asked on what we are auditing against. Amelia answered this question. Paul Cartland will be emailing his questions to Amelia directly.</p>	

President Sherry asked for a motion to approve the agenda. There was a motion by Jim Yarmon to approve, seconded by Thomas Nighswander. Motion carried unanimously.

Motion to approve the agenda for 11.11.11 as written. Motion passed unanimously.

2. Cognosante Report (AeHN Board)

Review of Report (Bill Sorrells)

Bill Sorrells gave a recap of the approach to the response to the Cognosante report. AeHN is in the process of exploring findings and assigning a person of responsibility to each topic. Bill asked Jim Yarmon, Carolyn Heyman Lane, Doris Yanas-House, Joseph Furrer and Paul Sherry to join the workgroup on this report. By November 28th, 2011 a formal response draft will be presented to the AeHN Board of Directors for review. A question was asked if we will we work with Cognosante and see if it is ok to close an issue? Bill Sorrells answered this question.

President Sherry reminded the Board that Cognosante required a time limit to answer the report. If AeHN can provide documents to Cognosante, they will go to Paul Cartland with a revised report

It was recommended from the Board that there needs to be explanation on how a status goes from opened to closed. A recommendation was made that instead of "closed" we use the verbiage of 'recommended closed, etc'. From a board perspective we need to be clear that AeHN has a response.

Bill Sorrells has asked Cognosante for inspection criteria

It was asked when a response was due for the Cognosante report. Bill Sorrells said the AeHN Board was meeting on November 28th, 2011 to discuss the final response.

President Sherry mentioned that there would be a 1 hour meeting between the AeHN Board, Commissioner Streur and Katherine Sherman. – this was requested next week for November 14th, 2011

3. Discussion of Push Messaging with the AeHN Board (Bill Sorrells)

A question was asked from the Board if the requirements were clearly and specifically documented for organizations who can demonstrate push messaging and if we can get credit without the HIE? Bill Sorrells addressed this question. AeHN needs to demonstrate messaging between all the entities. Bill Sorrells mentioned that the push messaging capability can be turned on in 2 weeks. President Sherry stated that AeHN needs a plan for this as well.

Paul Sherry brought up the two points of the meeting with Commission Streur

1. To meet over ONC Funding issue
2. Address the Boards engagement

It was stated that organizations and individual organizations are not compelled to sign up. President Sherry recommended that we get statements of intent.

Bill Sorrells stated to the AeHN Board that staff is working on a Sustainability Plan and will have this by the end of next week (25-30 page document).

Concerns brought up during this discussion:

- concerned that we are in a situation that we cannot pay a vendor that has delivered
- concerned about immediate requirements to ONC

A question was asked if AeHN will have a functional product in the future. Bill addressed this question. Wendy Chamberlain mentioned that the number one priority is push messaging, then we decide what the substantial participation is - Wendy gave an overview of this process to the AeHN Board of Directors.

The AeHN board of Directors entered into Executive Session at 12:10 pm. The AeHN Board of Directors came out of the executive session at 12:55 pm.

4. FCC Rural Healthcare Pilot Project: GCI Proposal (Bill Sorrells)

Bill Sorrells asked by the close of business Monday the 31st to get the score sheets in. There is an agreement from the meeting to press forward with the contract with GCI. A team needs to be put together; Carolyn Heyman-Lane will help with finding a Procurement Specialist. The contract is between AeHN and GCI. Bill Sorrells stated that when AeHN gets to the point of a contract, this will be present to the AeHN Board of Directors. The goal of this is to improve broadband performance in the State of Alaska.

Carolyn Heyman-Lane will work on a briefing memo for issues that may come up.

Board Member recommendations:

- bring board up to date with the history – contract negotiations briefing paper on contract / conditions
- request that we assemble workgroups and RFP

5. Update/Proposed Policy Discussion (Carolyn Heyman-Lane)

- a. Finance – Marilyn Kasmar was kind enough to provide the Finance Policy from the Primary Care Association as a draft that we can use.

Do we leave items in or do we take them out them, or approach them when we get there? President Sherry addressed this question.

- b. Personnel – we also have policies to draft off of from Marilyn Kasmar. Carolyn has highlighted items that will vary from institution to institution.
- c. Compliance – Carolyn has gone over and tabbed items that need revisions.
- d. Transparency – Carolyn looked through ONC guidelines and policies from various companies in the USA – addressing issues from Cognosante report – this will be drafted for adoption at the next meeting – public participation, if board members have concerns email Carolyn between now and the next meeting.

Workgroup Policy – group to meet (Masters Operations Group) – have heard of each workgroup and 1 board member- this is still in draft form.

6. Bylaws Discussion/Remainder of Meeting

President Sherry asked the AeHN Board if they have any ideas on enhancing the mission statement with any references. Carolyn Heyman-Lane stated if the AeHN Board is ok with it, she will put in language about the EHR's.

Members

Paul Sherry gave an overview of membership. There was a recommendation from the Board to make sure participants have a mechanism for having a voice. Carolyn Heyman-Lane stated that this will be approved through the Transparency policy and public meeting. Language will be added regarding the Nominating committee.

4.2 – Delete Commissioner representation

4.7 – Getting a written document for the proxy that shows up

Board Responsibilities

There was a question on the AeHN Treasurer position. The Treasure is a part of finance. It was recommended that a formal finance committee be created and the committee gives the report. Finance and audit committee needed for the whole company?

Committees/Workgroups

Recommendation of a charter being created for the Executive Committee and each workgroup.

Carolyn Heyman-Lane will work on creating this charter

The Board wants to see and approve major contracts and a designation for signing small contracts. Carolyn Heyman-Lane will put this language together.

Stevi Morton will share a signature authority form with Carolyn.

There was discussion on Attendance requirement for Board members. Carolyn will work on finding a procedure from another state and send out to the AeHN Board.

There was discussion of Rules of Order in Board Meetings. There was a recommendation for the board to talk to Cognosante to see what they really mean regarding this.

There was discussion on Annual elections. AeHN Board Members are formally elected each year by the AeHN Board members at the Annual Meeting. The Board would like more structure of decisions and items voted on as well as formalizing our accounting procedures and how things are done.

Carolyn will bring back the proposed Bylaw Provisions.

President Sherry provided a re-cap of the upcoming meetings:

11/21/11 meeting with commissioner Streur

11/28/11 – review of Cognosante report at AARP Conference room

12/21/11 – next AeHN Board meeting

Carolyn Heyman-Lane will get the red line version of the AeHN Bylaws out to the board.

7. ADJOURNMENT

The AeHN Board of Directors meeting adjourned at 2:08 pm

Notes: Meeting to go over Congosante report - 11/28/2011

Attendees: Thomas Nighswander, Jim Yarmon, Paul Cartland, Stevi Morton, Pat Luby, Paul Sherry, Bill Sorrells, Jeannie Monk (teleconference), Karen Perdue, Alex Spector, Marilyn Kasmar

Recorder: Michelle Gonzalez

Bill to summarize Governance statements on report

Bylaws – we have action plan templates we have provided for every open item (was provided to Board of Directors last week – not in this packet today)

We are putting effort to put together a much better file plan – Doris Yanas-House is working on this

Jim – can we copy templates and formats from other organizations? – Bill answered this question

Stevie recommend that there's a plan that says - these are the bylaws and these are the actions that are being taken with the bylaws (this action plan should be a part of #1 to Governance IQ)

Stevie – look at other items that can be easy wins and quick wins, etc. What are the quick wins that we can get? - Bill addressed this question

Bill – provide documentation to the board on a weekly basis

Governance IQ – Part 2

Bill – there have been board and operational decisions that have been made. Would like to put out a talking paper, what are decisions of the board and what are decisions of the executive director and staff (#2 is a governance issue – for every one of these findings, open or closed we will follow up on a routine basis to make sure we are still in compliance)

Stevi asked if there were examples of this

Bill – there are some things, findings without details

Thomas Nighswander – if we can clarify what the executive director does versus the board

Jim Yarmon – the Bylaws lay it out. Let's put decisions made by the workgroups, etc on the board agenda

Bill will take this back as a deliverable and put a suspense date on it for the next AeHN board meeting (#2 Governance IQ)

Transparency in Decision Making Process (#1)

Paul – putting the policies in place is the fix to this. If we have already changed our practice – we need to put updates in the box for this

Transparency in Decision Making Process (#2)

We can document that we went into executive session twice and that there were documented outcomes – add this to matrix

Communication (#1)

Bill would like to discuss this item with Cognosante for more clarification. Alex Spector – recommends an annual survey

Stevie – a report that says REC – here's how many people we have signed up – monthly report on REC, monthly report on HIE

As board members we need to have a standard project report

Karen – we need a format for communication between the boards

Jim – on a quarterly basis – let's see the reports – templates that we can update on a monthly basis

Alex Spector – maybe once a quarter to have a two hour meeting (for a more lengthy discussion) and look at reports quarterly?

Paul asked if we can complete a board communications plan by January

Bill – would like feedback and questions from the board of directors - the feedback loop is critically important

Communication (#2)

The HIE is not in production so there are a lot of metrics we cannot report on – we need some clarification on this and what we need to deliver

Paul Cartland gave some clarification on this

Agreement between AeHN and State to be drafted by early January if possible

Change Management

Paul C – What are we providing to the members and examples of change

Stevi – would like a second example,

Paul – we are asking for more clarification and leaving it open for more feedback – clause 2 of the response “the board is committed to the change management process”

Bill – report give to board in January

The goal of the meeting is to get through the rest of the document

Technical Infrastructure

Technical Infrastructure – Security and Privacy #1

Technical "" #2

Carolyn addressed this topic – the audit workgroup will address what responsibilities need to be monitored - we can add that information into the response

Stevi – board could use some education on this

Paul C- we will have a discussion with them about the document

Carolyn – if anyone wants background I can pass along the Nebraska information

Stevi – for the board as we are approving these, the foundation for this why Nebraska, why are they like us – some bullet points –

Technical "" #3

Paul C – the concern wasn't limited to opt in and opt out, but we did not have the ability to support consent for minors

Joseph Furrer addressed this question – CFR42

Paul – we will have a conversation with Cognosante

Project Management #1

Checklist to be reviewed again and missing/incomplete items addressed

Procurement and Contract Management #2

Bill – there is an SLA

Paul S – our response is that we are providing the SLA

Paul C - we don't have enough money for everything that we contracted for, what are some of these things that we can satisfy in another way, what things do we not need? What's the buyer willing to purchase, what's the minimum functionality?

Stevi – would like to have the facts on the contract - what is the investment and what are we contracted for? What do we need to cover as AeHN?

Paul C – we have to identify what functionality

Paul S – if there is more information needed by the state, more back and forth dialogue needs to happen

Risk Management

Documentation of program policies and standards

Paul and Carolyn to talk

Stevie – are we looking at the administrative costs and burdens? - What does this look like at the hospital perspective?

Stevie – idea on partnering with another state – OCHIN?

December 21st is the next AeHN Board Meeting - set schedule (11-2pm)

AeHN
Executive Director Report
Dec 2011

Financial:

- **HIE:**
 - No state/federal HIE funds will flow to AeHN until:
 - AK-ONC Program Information Notice Corrective Action Plan milestones are met
 - Exception: AK-AeHN contract addendum for up to \$100K for Direct Secure Messaging adoption performance
 - AeHN reimbursed
 - AK/DHSS approved sustainment plan
 - Must be approved and delivered by AeHN board
 - Significant board involvement in development
 - Illustrate commitment from board members and major healthcare organizations in Alaska
 - Orion Health requesting a realistic payment plan by 31 Dec 2011
 - ONC recommending AeHN renegotiate contract with Orion
 - \$1.57M/year sustainment cost
 - HIE related monthly expenses ~ \$41K
 - \$100K from ANTHC once HIE Patient Portal goes-live
 - Financial reports (see documents)
 - **NOTE: Without additional funding for HIE related expenses (salaries, rent, insurance, etc.) AeHN funds to support will be exhausted ~Mar 2012**
 - Major impact: AeHN will not be able to retain current staff levels/mix for all AeHN programs
 - Briefed to State of Alaska and ONC Technical Assistance personnel during a meeting 7 Dec 2011
- **REC:**
 - REC monthly expenses ~\$52K (90% reimbursement from REC grant)
 - AeHN direct technical assistance to physician practices projected to cover other 10%
 - Biennial Review in March 2012 will determine funding for year 3-4 of the REC
 - \$250K/year
 - AeHN REC goals dependent on approved milestone target reduction
 - All indications from ONC show no barriers to get milestone target reduction approved.
- AeHN non-profit audit currently in progress by Thomas, Head & Greisen, PC
 - Appears AeHN will not be required an A-133 audit
- Bank balances as of 16 Dec 2011: \$226,119

HIE Operations/Development Update

- All current AeHN work supporting AK-ONC Corrective Action Plan:
 - ePrescribing: education/outreach/adoption
 - Direct Secure Messaging (300 clinicians by Jun 2012)
 - Work plan/staffing plan submitted to DHSS
 - Finalizing registration process
 - Developing marketing/educational/registration materials
 - Helpdesk support being finalized
 - Briefed ANMC/ANTHC
 - Briefed Bartlett Regional Hospital
 - Briefed Fairbanks Memorial Hospital
 - Briefed Tribal Information Technology Leadership Committee/ Health IT Workgroup
 - Lab reporting (labs and providers): education/outreach/adoption
 - LabCorp agree to assist in education/outreach...pursuing memorandum of understanding between AeHN-LabCorp
 - Contacted Quest for similar arrangement

- Technical Assistance early recommendations/observations:
 - AeHN board training for non-profit HIE organization...*recommend for January 2012*
 - Re-negotiate AeHN/Orion contract
 - Board members are expected to *bring in money* by making contributions or *participating in fundraising*, or both. If a board member does none of these, he or she should be questioned as to their involvement.
 - More to come via technical assistance

- 19 organizations signed data use agreements
- ALL Orion contract deliverables will be complete in mid January
- On-going work to connect to Nation-Wide Health Information Network (NwHIN)
 - Expected complete Jan 2012
- Policies being developed/matured for AeHN/HIE operations
- Working towards solutions to get HL7 out of RPMS for tribal sites
 - Testing began 14 Dec 2011
- Pilot Sites
 - Fairbanks Memorial Hospital
 - TVC
 - TCC (RPMS EHR site)

REC Grant

- REC Milestone performance (based on biennial redux goal max score per scored item):
 - M1 (sign up for program): Goal 430; current status is **338**
 - M2 (live with certified EHR/ePrescribing): Redux goal 189; current status **184**
 - M3 (attested for Meaning Use): Redux goal 29; current status **21**
 - Mat-Su Hospital REC / HIE agreements sent on to corporate for execution.
- Over 60 clinics; 4 Rural/Critical Access Hospitals
- ***Embedding HIE PIN requirements in education/outreach/adoption***
 - Capturing clinic status (EHR, how they receive lab results, ePrescribing)
 - Marketing Direct Secure Messaging value proposition
 - Briefed Alaska Behavioral Health Association...VERY well received
- REC workforce development
 - AeHN staff completing UA/HIT Workforce Development program,
 - Developing staff for practice of services vs. passing the work to consultants outside Alaska...first work started Nov 2011
 - Currently supporting 33 providers from 7 clinics
 - Developing Meaning Use assistant services

FCC Rural Health Care Pilot

- \$10+M project to improve broadband performance
- Hired attorney for USAC/FCC expertise
- Will start engaging GCI for contract details late Dec 2011
 - Goal to “leave no money on the table”
- 109 Alaska sites participating via LOAs
- NOTE: Must have an approved contract completed Jun 2012

Staffing:

- Internship...one intern returning and will assist for one month starting late Jan 2012

Network Meetings

- HIMSS: REC/HIE Roundtable – monthly
- AHEN
- CHIME StateNet
- AKMGMA Forum
- Rural Broadband Community of Practice (CoP)
- ONC EHR Vendor Selection CoP
- ONC REC Senior Leadership Meetings
- ONC Practice & Workflow Redesign Full CoP Meeting
- Alaska Federal Healthcare Partnership
- ANTHC HIE Taskforce
- Commonwealth North
- Alaska Rural Healthcare Conference
- University of Alaska seminars

- HIMSS HIE Summit (planning committee)
- HIMSS Chapter meetings
- Alaska Federal Healthcare Partnership
- More....