Health Information Technology Exchange of Connecticut  
Board of Directors Meeting Minutes  

November 15, 2010  

The second meeting of the Health Information Technology Exchange of Connecticut (HITE-CT) Board of Directors was held on Monday, November 15, 2010 at the Connecticut Department of Information Technology, 101 East River Drive, 1st Floor Conference Room, East Hartford, CT.

VOTING DIRECTORS PRESENT: J. Robert Galvin, M.D., M.P.H., M.B.A., Thomas Agresta, M.D., Daniel Carmody, Peter Courtway, Brenda Kelley, Kevin Carr, M.D., Mark Masselli, Steven Thornquist, M.D., John Lynch, Ron Buckman, M.D., (DSS), Steve Casey (DoIT), Angela Mattie, J.D.,

DIRECTORS ABSENT: Ellen Andrews, Lisa Boyle, J.D, John Gadea, Lt. Governor Fedele, Barbara Parks Wolf

OTHERS PRESENT: Meg Hooper, Warren Wollschlager, Marianne Horn, Jill Kentfield, Lynn Townshend, Marcia Petrillo, Sarju Shah, Steve Ruth, Jamie Mooney, Minakshi Tikoo, Scott Cleary, Andrea Schroeter, Kitty Ing

CALL TO ORDER  
Dr. J. Robert Galvin, Commissioner of the Department of Public Health and Chair of the Board, called the meeting to order at 4:33 PM.

INTRODUCTIONS  
The Board members introduced themselves by name and occupation.

MEETING MINUTES – 10-18-10  
A motion was made by Dan Carmody, seconded by John Lynch to approve the meeting minutes. A change was required to remove Rivka Weiser from the attendance list. The minutes were approved, as revised, unanimously.

FREEDOM OF INFORMATION COMPLIANCE  
FOI Commissioner Tom Hennick presented an overview of the Connecticut FOI laws and required activities for the HITE-CT and Board of Directors. Essentially, the FOI laws assure an open access to all Board and agency transactions, minutes, meeting announcements, the business of the Board, and emails of public interest.

BOARD RESPONSIBILITIES AND REPRESENTATION  
Lynn Townshend reviewed the Connecticut General Statute, Public Act 10-117, that defines Board of Directors’ responsibilities, the appointing authority, and the constituency represented by each Director.

HITE-CT BYLAWS AND RESOLUTIONS  
Resolution to adopt Bylaws, as amended, Named Officers, Meeting Schedules, Bank Depository and Signatory, Search Committee. Motion by Dr. Buckman, 2nd by Dr. Thornquist, motion carried, including the motion to choose Bank of America as the bank for the HITE-CT. Mr. Carmody voted against naming Bank of America as the bank of choice for the HITE-CT, noting that the Commissioner/Chair should have latitude with regard to that decision.
Bylaws were amended to revise Section 1002 to require an annual audit of the HITE-CT activities with results to be reported to the Board. Motion by Angela Mattie, 2nd by Dr. Galvin, motion carried unanimously.

**COMMITTEE REPORTS**

Executive Committee – Lynn Townshend and Dr. Galvin reported on the CEO requirements and recruitment process. Dr. Thornquist made a motion, 2nd by Dr. Buckman to discuss CEO qualifications. Motion made by Peter Carmody, 2nd by John Lynch to amend the qualifications to make the 1st bullet to read “5 years senior level experience”. Motion carried unanimously.

Finance Committee – Dan Carmody discussed activities with Committee and Gartner to prepare financial model for transition and sustainability.

Legal and Policy Committee – Marianne Horn updated the Board on Committee conversations with Deloitte consultant on process, assessing HIE Authorities in other states, and a statistical analysis of barriers to change.

Committee Process – a discussion resulted in a request for DPH to prepare a detailed description of necessary and appropriate Committee activities.

**PUBLIC COMMENT**

None.

**Next Meeting:** December 13, 2010, 4:30 – 6:30 pm at DOIT.

**ADJOURNMENT**

With the consent of the Board, the meeting was adjourned at 6:36 pm.

The minutes are a summary of the uncertified transcript for November 15, 2010. A full transcript will be posted on the DPH Health Information Technology and Exchange website before December 10, 2010.