



Board of Directors Meeting
Meeting Location: VITL Office / Conference Call
1 877 309 2073 Access Code: 493-370-541
December 17, 2019 | 4:00 – 6:00 pm

Agenda

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| I. Consent Agenda <ul style="list-style-type: none">• Approve October Board Minutes | Bruce Bullock, MD
Action Required |
| II. Vote on New VITL Board Member | Bruce Bullock, MD
Action Required |
| III. Board Chair's Report | Bruce Bullock, MD |
| IV. President's Report | Beth Anderson |
| V. Financial Update <ul style="list-style-type: none">• Review October Financials• CY 20 DVHA Contract Update• FY20 Updated Budget Review• Updated Policies• Financial Resolutions | Robert Turnau

Action Required
Action Required
Action Required |
| VI. Collaborative Services Update | VITL Leadership |
| VII. Review VITL's De-Identified Data Policy | VITL Leadership |
| VIII. Consent Policy Update | Andrea De La Bruere |
| IX. Adjourn | |

Next Meeting
January 29, 2020
4-6 pm



**Board of Directors Meeting
December 17, 2019**

x	Jessa Barnard	x	Joel Benware	X	Susan Besio	x	Bruce Bullock, MD	x	Michael Del Trecco
	Mary Beth Eldredge	x	Richard Elmore	X	Thomas Evslin	X	Leah Fullem	x	Kelly Lange
x	Mark Nunlist, MD								

Staff: Andrea De La Bruere, Carolyn Stone, Christopher Shenk, Bob Turnau

Topic	Presentation	Discussion and Action	By Whom or When
Meeting convened	Bruce Bullock, MD convened the meeting at		
Consent Agenda	Bruce Bullock, MD called for approval of the October meeting minutes	<u>Motion:</u> To Accept the Minutes from October 29, 2019 Meeting	Motion: Leah Fullem 2nd Susan Baiso Approved
		<u>Motion</u> Elect Dr. Norman Ward to the VITL Board	Motion: Mike Del Trecco 2nd Joel Benware Approved
Chair's Report		Welcome Beth Anderson to VITL and to the Board. Thank you to the CEO selection committee for all their work. The focus now is on developing a strategic process and getting that in place.	
President's Update		Beth has begun the process of meeting with to customers, partners and others. The meetings have been very positive.	
Financial Update	Bob Turnau	Expenses <ul style="list-style-type: none"> • Lower than plan for YTD <ul style="list-style-type: none"> ○ Lower labor costs – expect this pick up in 2nd half of year ○ Lower technology spending <ul style="list-style-type: none"> ▪ Collaborative Services costs inventoried until completion Revenue <ul style="list-style-type: none"> • YTD October lower than plan due to revenue for Collaborative Services delay • Expect to finish \$247K lower than plan for 1st half of year Balance sheet is strong with 134 days of cash on hand. FY20 Updated Budget <ul style="list-style-type: none"> • The GMCB approved VITL's budget in June with a condition that VITL return in 	

		<p>November to present an updated budget based on CY20 negotiations with the State</p> <ul style="list-style-type: none"> • In November, VITL presented a forecast to the GMCB based on the CY20 negotiated contract • The GMCB requested that VITL return in January to present an updated budget <p>Discussion: Increase revenue, expenses and changes in net assets. Discussion of the balance sheet. Discussion about timetable (costs) and updated budget summary.</p> <p>Motion to approve FY20 updated budget.</p> <p>CY20 Contract Status</p> <ul style="list-style-type: none"> • Negotiations completed in early October • With CMS for review • Approval expected 12/17 • State has secured 2 years of funding • New work scope <ul style="list-style-type: none"> ○ Consent mgmt. \$175K ○ Preparation & Planning for Additional Data Types \$75K ○ Connecting EMS/Emergency Services \$250K ○ Collaborative Services Phase 1 projects \$1,727K ○ Collaborative Services Phase 2 \$1,970K • Net impact of \$1.5M to FY20 revenue updated budget <ul style="list-style-type: none"> ○ New work scope adds estimated \$1.9M ○ Offsetting loss of \$0.4M of Collaborative Services participant revenue <p>The following policies have been updated:</p> <ul style="list-style-type: none"> • FIN-02 Compensation and Benefits • FIN-06 Bad Debt and Bonding Cost • FIN-07 Capitalization and Depreciation • FIN-08 Cost Policy Statement • FIN-14 Whistle Blower • FIN-15 Document Retention <p>Motion to accept the updated and new policies as presented.</p>	<p>Motion: Leah Fullem 2nd Mark Nunlist Abstained: Rich Elmore, Tom Evslin Approved</p> <p>Motion: Leah Fullem 2nd Kelly Lange Approved</p>
De-Identified Data	VITL Leadership	<p>VITL leadership feels it is important to bring forth language for an updated policy. With the consent policy change in March we need to have a policy in place clearly stating how this data can be used. We are working with Anne Cramer to develop language.</p> <p>Discussion: Timeline for developing policy, third party use of de-identified data and board</p>	

		developed criteria for policy.	
Consent Policy Update	Andrea De La Bruere	<p>In March 2020, the Vermont Health Information Exchange will become an Opt-Out System.</p> <ul style="list-style-type: none"> • Each Vermonter’s information will be viewable to their treating providers unless they have actively opted-out. • Health information will remain in the system. • Patients who choose to opt-out are opting out of their treating providers viewing their health records in the Vermont Health Information Exchange. • There will be many ways to opt-out, including calling the VITL hotline or telling staff at a practice or hospital that has agreed to transmit this information to VITL. <p>Stakeholder Engagement: Focus groups were held, which provided important feedback:</p> <ul style="list-style-type: none"> • There is a lack of awareness of the Vermont Health Information Exchange and how personal health data is stored and shared beyond the organization. • Participants generally agreed that the more information their health care providers have access to, the better. • Participants wanted clarification about who would have access to their health information in the VHIE. • A few participants wanted reassurance about the overall security of the system (against hacking, etc.) • The message “when my doctors have access to more complete information about my health, I may not need to tell my health story over and over again” resonates with many. • Participants want to learn from their health care provider how their health data is stored, shared, and used. They are also open to learning from staff in their provider’s office and in a wide variety of health care settings and other venues. • People want easy but reliable mechanisms to activate an opt-out decision. <p>Role of Healthcare Organizations</p> <ul style="list-style-type: none"> • Patients expect to hear from health care organizations about how their health care information is being used. • Practices may also choose to insert a paragraph in their HIPAA / notice of privacy practices paperwork. • Provider toolkit will include: <ul style="list-style-type: none"> ○ The script, printed brochures, sample privacy practices paragraph, and an FAQs document. ○ Resources for organizations that want to share information about the Vermont Health Information Exchange in their newsletters, social media, and other communications channels. <p>Consent Education</p> <ul style="list-style-type: none"> • VITL Technical Support team will: <ul style="list-style-type: none"> ○ Educate patients about the VHIE 	

		<ul style="list-style-type: none"> ○ Collect consent choice, effective March 1, 2020 ● Educational resources: <ul style="list-style-type: none"> ○ VHIE Consent Brochures - available in PDF or hardcopy ○ VHIE Consent Hotline - 888-980-1243 ○ Patient Consent Website – www.vthie.net ○ Office of the Health Care Advocate 	
Adjournment		Bruce Bullock, MD adjourned the meeting at 5:49 pm	

Joshua E. Cheney, Executive Assistant
VITL