



**Board of Directors Meeting
January 26, 2021**

Draft Agenda

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| 1. Vote on November Board Meeting Minutes | 05 Minutes | Action Required |
| 2. BOD Chair update | 10 Minutes | Leah Fullem |
| 3. CEO update | 20 Minutes | Beth Anderson |
| <ul style="list-style-type: none">• General Update• CY21 Contract• Strategic Planning – Cortney Cahill to join | | |
| 4. Operations Update | 10 Minutes | Carolyn Stone |
| <ul style="list-style-type: none">• MedicaSoft Update• COVID Work Update | | |
| 5. Finance Update | 40 Minutes | Deb Royce, Bob Turnau |
| <ul style="list-style-type: none">• MedicaSoft Contract / Project Change• FY21 Forecast• YTD Financials | | |
| 6. Client Engagement Update | 10 Minutes | Maurine Gilbert |
| <ul style="list-style-type: none">• CY20 Annual Report | | |
| 7. IT Update | 05 Minutes | Christopher Shenk |
| <ul style="list-style-type: none">• Security | | |
| 8. Adjourn | | |

Our Mission: VITL's mission for the Vermont Health Information Exchange (VHIE) is focused on data, particularly strategies to ensure that accurate and secure data is delivered in the most efficient, effective and useful manner. This means delivering data not only to providers at the point of care, but also to health care organizations, payers and others engaged in reforming the delivery of health care in our state. VITL's technological and entrepreneurial skills will be fully utilized to create the value-added products and services that improve quality and reduce the cost of health care in Vermont.



**Board of Directors Meeting
January 26, 2021
Teams Video Conference**

Attendees

X	Leah Fullem	X	Kelly Lange	X	Debra Royce	X	Jessa Barnard	X	Susan Besio
X	Mary Beth Eldredge	X	Richard Elmore	X	Tom Evslin	X	Tim Kenney	X	Jeff Tieman
X	Norman Ward								

Staff: Beth Anderson, Bob Turnau, Carolyn Stone, Christopher Shenk, Frank Harris

Guests: Cortney Cahill, Cahill Collins Consulting Partners for Strategic Planning discussion

<u>Topic</u>	<u>Presenter</u>	<u>Discussion / Action</u>	<u>Whom or When</u>
Meeting convened		Leah Fullem convened the meeting at 4:00 pm	
November Minutes		Motion: To approve November meeting minutes as presented	Motion: Mary Beth Eldredge Second: Kelly Lange Approved
Board Chair's Update	Leah Fullem	<ul style="list-style-type: none"> • Mark Nunlist & Joel Benware have stepped down from the board. Leah thanked them both for their significant contributions to the board • The executive committee will begin recruiting new board members • Please email recommendations for potential board members to Leah • Discussion: Representation on the board – home, behavioral, public health • The executive committee sent a survey to gather input for the CEO review • Congratulations to Maurine, Beth, and the team on an excellent 2020 annual report • The committee is formalizing the CEO review process for consistency 	
President & CEO Update	Beth Anderson	<ul style="list-style-type: none"> • CY20 Review <ul style="list-style-type: none"> ○ Beth shared with the board the total contract value, the amount invoiced and the amount that DVHA was able to reallocate for VITL's COVID work • CY21 Contract <ul style="list-style-type: none"> ○ Beth gave an overview of the total contract amount including a review of the various parts of the contract and the amounts tied to each ○ Deliverables are to be completed by September 30, 2021 	

		<ul style="list-style-type: none"> ○ The maintenance portion of the contract includes Outcomes-Based Certification ○ In addition to DVHA contract deliverables, VITL’s work will include strategic planning, advocacy, security; stakeholder engagement, outreach, customer service, staff training, OCV data reporting, and ADT notification for hospitals 	
Strategic Planning	Cortney Cahill	<ul style="list-style-type: none"> ● The focus of the work is to develop a plan that builds VITL, increases partnerships, and demonstrates the value within VITL ● The desired outcome is to have a direction-oriented plan created and drafted by the leadership team and vetted by the board ● Core questions being addressed are: <ul style="list-style-type: none"> ○ Who does VITL want and need to serve? ○ What does VITL want to be? ○ How does VITL become sustainable and more relevant long-term? ● Draft Vision Statement: VITL’s vision is to be a leader in collaboratively delivering innovative solutions that provide actionable data to improve health ● Draft Mission Statement: VITL’s mission is to securely aggregate, strengthen, and share data to power better healthcare for Vermonters ● Next steps – Interviews with board members, our partners at the State, and VITL staff 	
Client Engagement Update	Maurine Gilbert	<ul style="list-style-type: none"> ● Maurine provided the board with an overview of the 2020 Annual Report and highlighted some CY20 accomplishments ● Currently providing education sessions re-introducing VITL to stakeholders as well as one-to-one education sessions ● Work is underway for a new VITL website ● Certificate of Participation Event Notification work in progress 	
Operations Update	Carolyn Stone	<ul style="list-style-type: none"> ● MedicaSoft Project Update: <ul style="list-style-type: none"> ○ The new project schedule was shared with DVHA, Carolyn shared key dates ○ Contractors with expertise in FHIR have been brought in to accelerate testing ○ The first deliverable is currently on target for mid-April ● COVID Response Work Update <ul style="list-style-type: none"> ○ Daily delivery of the COVID hospitalization report to VDH and HHS ○ Onboarding COVID testing laboratories to the epidemiology tracking systems ○ Continue to onboard Pharmacies for immunizations to the immunization registry ○ Flat file route built to support non-HL7 sources ○ As needed reporting for VDH to support various planning efforts ○ Continuing rollout of VITLAccess for EMS Teams in VT 	
MedicaSoft Contract Change	Frank Harris Bob Turnau	<ul style="list-style-type: none"> ● Overview <ul style="list-style-type: none"> ○ Asking for a <u>modification</u> to the MedicaSoft contract approved in March 2020, to increase the total five-year cost by \$167,000, as a result of: <ul style="list-style-type: none"> ▪ Change to data model ▪ Extensions of data scope 	

		<ul style="list-style-type: none"> ○ Request to approve funding for <u>two new components</u>, both of which are included in the CY21 contract <ul style="list-style-type: none"> ▪ \$748,103 for implementation and five years of licensing for a new provider portal ▪ \$892,133 for implementation and five years of licensing for claims capabilities ● Frank Harris and Bob Turnau reviewed the proposed modifications to the contract and the cost associated with the changes. ● Motion: To approve the following: <ul style="list-style-type: none"> ○ An additional \$167k for the MedicaSoft platform, for a total estimated cost of \$3,397k over the course of implementation and the five-year contract term ○ \$748,103 for implementation and five years of licensing for a new provider portal, a new deliverable included in the CY21 DVHA contract ○ \$892,133 for implementation and five years of licensing for claims capabilities, a new deliverable included in the CY21 DVHA contract 	Motion: Debra Royce Second: Norman Ward Approved
FY21 Projection	Bob Turnau	<ul style="list-style-type: none"> ● Revenue is projected to increase: <ul style="list-style-type: none"> ○ Increase in CY21 contract award ○ State re-purposing of funds to cover COVID expenses ○ Revised revenue contingency down from 6% to 1% ● Expenses are projected to increase: <ul style="list-style-type: none"> ○ Temporary labor ○ Consulting cost ○ Data Security ○ Professional development ● Motion: Based on the recommendation of the VITL Finance Committee, we ask the Board of Directors to approve the FY21 forecast as presented 	Motion: Kelly Lange Second: Jeff Tieman Approved
November Financials	Bob Turnau	<ul style="list-style-type: none"> ● First month close with the new Deltek accounting system ● Revenue was strong with YTD ahead of plan ● Expenses were below plan ● 190 days of cash 	
Technology Update	Christopher Shenk	<ul style="list-style-type: none"> ● VITL participated in a tabletop exercise (TTX) led by Joel Benware. The purpose of the exercise was to test, stress, and evaluate incident response documentation ● VITL must remain ahead of the curve ● VITL must be prepared for a cybersecurity incident 	
Meeting adjourned		Leah Fullem adjourned the meeting at 5:57 pm	