



Board of Directors Meeting
Meeting Location: VITL Office
June 4, 2018 | 4:00 – 6:00 pm
Call-in number: (866) 906-9888; Pass code: 6850751#

Agenda

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| I. | Consent Agenda | Bruce Bullock, MD |
| | a. Approve April 23, 2019 Board Minutes | Action Required |
| II. | President's Report | Michael Smith |
| | • Update on Consent Policy | |
| | • Update on State Funding Authorization | |
| | • Six Month Extension of Health Catalyst (Medicity) Contract | Action Required |
| III. | Board Chair's Report | Bruce Bullock, MD |
| IV. | Shared Services | Michael Smith & Shaun Alfreds |
| | • Overview of HealthInfoNet Participation | |
| | • Other Elements of Shared Services | |
| V. | Secondary Use of PHI | Andrea De La Bruere |
| | • Review VITL's Policy on the Secondary Use of PHI | Action Required |
| VI. | Financial Update | Robert Turnau |
| | • Finance Report | |
| | • Review Procurement Policy | Action Required |
| VII. | Other Business | |
| VIII. | Adjourn | |

Next Meeting July 23, 2019
4:00 – 6:00 pm



**Board of Directors Meeting
June 4, 2019**

VITL, 1 Mill Street, Suite 249, Burlington, VT – Granite Conference Room

P	Jessa Barnard	P	Joel Benware	P	Susan Besio	P	Bruce Bullock, MD	A	Michael Del Trecco
P	Mary Beth Eldridge	P	Richard Elmore	P	Thomas Evslin	P	Leah Fullem	P	Kelly Lang
P	Victoria Loner	P	Mark Nunlist, MD	P	Amy Putnam	P	Richard Slusky	P	Michael K. Smith

Staff: Andrea De La Bruere, Carolyn Stone, Christopher Shenk, Frank Harris, Robert Turnau, Joshua Cheney

Guests: Shaun Alfreds, Elizabeth Miller

Topic	Presentation	Discussion and Action	By Whom/ When
Meeting Convened	Bruce Bullock, MD	Meeting convened at 4:03 pm	
Approval of the April 23, 2019 meeting minutes	Bruce Bullock, MD	<ul style="list-style-type: none"> Motion: To Accept the Minutes from April 23, 2019, Meeting Minutes 	<p>Motion: Joel Benware 2nd Tom Evslin All Approved</p>
Interim President's Report	Michael K Smith	<ul style="list-style-type: none"> Beginning in March 2020, Vermont will be an opt-out state. The new consent policy will take place after a thorough implementation process that is currently in the planning stage. The change will no longer make providers responsible for gaining patient consent. VITL and DVHA will develop a way for patients to opt in or out of the system online. The bill is still waiting for the Governor's signature. Note: VT Governor Phil Scott signed the bill into law on June 10, 2019 The Vermont Legislature renewed the claims tax for another two years. The Green Mountain Care Board will vote on VITL's FY20 budget tomorrow, June 5th. Note: The GMCB approved VITL's FY20 budget on June 5th. VITL is seeking Board approval to extend the HCI contract by six months. We expected to have completed an RFI process, examined the feasibility of going to an RFP process, and if feasible, completed the RFP process for a future platform by June 30, 2019. Although we have completed the RFI process, the evaluation phase and the RFP process were delayed while we focus on the shared services initiative. The shared services initiative is essential to VITL, our clients, and the State and the initiative will have an impact on the overall future platform analysis. The cost of the six-month extension will be approximately \$535, 977.00, half of the annual cost of the contract. <p>Motion: To Extend the HCI (Medicity) Contract for Six Months</p>	<p>Motion: Mark Nunlist, MD 2nd Richard Slusky All Approved</p>

		<ul style="list-style-type: none"> • The potential scope of the Shared Service project has been extended substantially with the addition of a second new phase requested by DVHA. The current assumption is that this second phase of the project would replace the HDM and the current Blueprint for Health Vermont Clinical Registry (VCR). VITL and Capitol Health Associates (CHA) created a whitepaper to lay out the framework of what this new phase might look like for DVHA. • Mike has committed to trying to complete phase 1 before he leaves VITL in February. VITL Leadership has some concerns about an accelerated schedule – we need to be able to deliver to maintain credibility. • Phase 1 <ul style="list-style-type: none"> ○ New interface architecture ○ Rhapsody hosted at HIN ○ DR included ○ New MPI ○ New Terminology Services ○ eClinicalWorks • Phase 2 <ul style="list-style-type: none"> ○ Replace HDM and VCR databases with a vendor platform <p>Discussion: Need to make the value of the project easier to understand. Discussion: How often does data travel through VITL or another means (fax, etc.) Discussion: Deidentified data</p>	
Secondary Use of PHI Policy Update	Andrea De La Bruere	<p>The update affects three areas of the policy:</p> <ul style="list-style-type: none"> • The 1st change recognizes case managers as treating providers. The change brings our policy into alignment with the attorney general's opinion (last year). • The 2nd change is in the area of expanding the definition of Quality Review to include Utilization Review. This is important for prior authorizations or retrospective review of services. There were concerns about what this new definition really means so we clarified it further to add that this does NOT include post payment audits of services. • The 3rd change reflects the need for VITL via the VHIE to send data to health plans (Covered under HIPAA) and ACOs for all attributed lives (for the purposes of quality review) <p>Motion: To adopt the updated VITL Secondary Use of PHI Policy as Presented</p>	<p>Motion: Mary Beth Eldredge 2nd Jessa Barnard All Approved</p>
Change to VITL's Procurement Policy	Bob Turnau	<ul style="list-style-type: none"> • Page 1, Section 1 "Purpose of procurement policy." <ul style="list-style-type: none"> ○ The wording of the first sentence changed: "Vermont Information Technology Leaders, Inc. (VITL) is the recipient of Federal grant funds..." ○ To: "Vermont Information Technology Leaders, Inc. (VITL) may be the recipient of Federal 	

		<p>grant funds...”</p> <ul style="list-style-type: none"> • Page 2, Section 3 “Standards of conduct”, a “Conflict of interest” <ul style="list-style-type: none"> ○ Conflict of interest now applies to all contracts. • Page 7, Section 9 “Approvals” <ul style="list-style-type: none"> ○ Review of the thresholds changed from “annually” to “every two years” ○ Review of the policy changed from “annually” to “every two years” • Other small miscellaneous changes throughout the document. <p>Motion: To adopt the updated VITL Procurement Policy as presented</p>	<p>Motion: Richard Slusky 2nd Leah Fullem All Approved</p>
Board Chair’s Report	Bruce Bullock, MD	<p>CEO Search: The successful candidate will need to have communications skills across many fields as there are so many aspects to be a leader in this position. Board members should bring potential candidates to the Chair’s attention. A CEO search committee (a subset of Executive committee) is being established and the Chair would like to encourage Board members to become involved. At the next Board Meeting, the chair will let the Board know how successful the search has been and if there will be a need for a contingency plan. The board decided to forgo using an outside search firm and will focus on Vermont candidates.</p> <p>Dr. Bullock would like to step down as chair of the board and invited the other members to consider being an officer. The board has reached a place where needs a full complement of officers.</p>	

Financial Update	Robert Turnau	<ul style="list-style-type: none"> • Revenue <ul style="list-style-type: none"> ○ VITL has received all needed approvals from DVHA ○ YTD April \$331K below plan ○ Expect to meet revenue targets with strong forecasts for May and June (\$647K & \$529K) • Expenses <ul style="list-style-type: none"> ○ YTD expenses \$684K below plan <ul style="list-style-type: none"> ○ Labor costs are \$157K below plan due to vacancies in administration and technology teams ○ Technology expenses \$475K below plan due to delay in the implementation of technology projects ○ Health Catalyst (Medicity) \$51K below plan due to timing of interfaces ○ Legal/Accounting \$85K above plan due to temp accounting support and operational audit • Cash <ul style="list-style-type: none"> ○ As of April, \$2,395K ○ 174 days <p><u>Other Business:</u></p> <ul style="list-style-type: none"> • 990 Submitted May 10th • FY19 Audit <ul style="list-style-type: none"> ○ Planning activities underway with GFC ○ Audit committee meeting planned for late June with GFC to review planning • Working on developing a few solutions for Kinney Drugs 	
Adjournment	Bruce Bullock, MD	Meeting adjourned at 5:58 pm	

Joshua E. Cheney, Executive Assistant, VITL