

**Board of Directors Meeting  
March 23, 2021**

**Agenda**

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|--|------------|-----------------|
| 1. Vote on January Board Meeting Minutes | 05 Minutes | Action Required |
| 2. Board Chair's Report                  | 10 Minutes | Leah Fullem     |
| • CEO Evaluation Policy                  |            | Action Required |
| 3. President's Report                    | 15 Minutes | Beth Anderson   |
| 4. De-identified Data Policy Review      | 10 minutes | Beth Anderson   |
|  |            | Possible Action |
| 5. MedicaSoft Implementation Update      | 10 minutes | Carolyn Stone   |
| 6. Financial Update                      | 15 Minutes | Bob Turnau      |
| • Retain Gallagher Flynn as Auditors     |            | Action Required |
| • December Financial Statements          |            |                 |

**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  
March 23, 2021  
Teams Video Conference**

**Board Members Present:**

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

**VITL Staff Present:**

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

<u>Topic</u>	<u>Presenter</u>	<u>Discussion / Action</u>	<u>Whom / When</u>
Meeting Convened		Leah Fullem convened the meeting at 4:00 pm	
January Meeting Minutes		Motion: Approve the January meeting minutes as presented	Moved: Norman Ward Second: Jeff Tieman Approved
Board Chair's Report	Leah Fullem	Board recruitment continues. Please send names of potential board members to Leah.	
CEO Evaluation Policy	Leah Fullem	Leah reviewed the policy with the board. Motion: To approve the CEO Evaluation policy as presented. The policy will be reviewed in 2023.	Moved: Susan Besio Second: Tim Kenney Approved
President's Report	Beth Anderson	Christopher Shenk, Director of IT, will be leaving VITL on April 2, 2021. Leadership is currently developing a job description that will be shared with the board. VITL will be working with a recruiting firm to find candidates for the position. Beth and the board thanked Christopher for all his hard work especially on the Data Governance project.	

		<p>VITL worked with VDH to help inform eligibility verification for vaccinations of high-risk populations. Our data was not used to rule people out from being vaccinated, rather to help identify those eligible to minimize the burden on providers.</p> <p>Statute Change: Without any explanation, the language to allow VDH to share immunization data with the VHIE was taken out of the original bill. Ginny Lyons, however, championed the need for the change and introduced the amendment in a new bill.</p> <p>Project Update: Beth reviewed the new methodology for the way projects are managed and thanked Frank Harris for all his hard work developing the process.</p> <p>Information Blocking: Beth reviewed the steps VITL has taken to prepare for the new rules to take effect.</p> <p>CY22: VITL is beginning the budgeting process. CMS funding will be changing, with a great emphasis on maintenance and operations work. AHS is also exploring whether 1115 waiver funds could be used to fund HIE work. The House Committee on Ways and Means has put forward a bill that includes extending HIT fund for 2 years.</p> <p>Revenue Diversity: VITL will begin working with Brilljent to assist with pricing models. Brilljent works regularly with HIEs, and will help develop VITL understand successful pricing models, what providers will pay for services, what services VITL should consider offering.</p> <p>Medicaid released an RFP for assistance in meeting the new information blocking rules. VITL is working with MedicaSoft to deliver our response.</p> <p>Strategic Planning: Scheduling a special board meeting in April with Cortney Cahill.</p> <p>Discussion: Strategic planning and how new opportunities will fit with that.</p>	
De-Identified Data Policy	Beth Anderson	As the board is required to review the policy semi-annually, Beth reviewed the current policy with the board. The board agreed there is no need for changes at this time. The policy will be reviewed again in fall 2021.	

<p>MedicaSoft Update</p>	<p>Carolyn Stone</p>	<p>Carolyn provided an overall update on the project and reviewed some project accomplishments and next steps.</p> <p>VITL initiated a user group with the HIEs from Delaware and Oklahoma (both MedicaSoft customers) to share information, collaborate on projects, and to share roadmaps to identify opportunities. Current discussions with the group focus on provider portal user requirements, information blocking plans, and data model and reporting capabilities.</p> <p>Changes to Provider Portal: The current provider portal will be replaced. VITL is currently working with existing users via a survey to determine key features to maintain and ways we can better serve client needs. The survey participants will be invited to take part in beta testing.</p> <p>Discussion: Data use needs – real needs vs. theoretical needs.  Discussion: Thorough communications plan and training to make new sure the portal is successful.  Discussions: Stakeholders such as VMS and VAHHS can help with communication about the new portal.</p>	
<p>Finance &amp; Audit</p>	<p>Debra Royce  Susan Besio  Bob Turnau</p>	<p>Gallagher Flynn: Bob reviewed the background on how Gallagher Flynn became VITL’s auditors in 2018 and that their three-year contract is set to expire this year. On March 12, 2021, the VITL Audit and Finance Committee approved the recommendation to the board that Gallagher Flynn and company continue performing audits for 2021, 2022, and 2023.</p> <p>Motion: The VITL Finance and Audit Committee recommends that the Board of Directors approve the extension of VITL’s engagement with Gallagher Flynn &amp; Company to include performing the audit for fiscal year 2021 and extend their services to fiscal year 2022 and fiscal year 2023 with Leadership approval.</p> <p>Bob spoke to the board about the COVID relief funding we have received. VITL has not billed all expenses yet as we have learned funds were issued as a grant. The implication is that we can only bill what is reimbursable. VITL is negotiating with the state now to resolve the situation.</p>	<p>Moved: Susan Besio  Second: Leah Fullem  Approved</p>

		December Financials: Revenue is strong with \$1.7 Million in deliverables completed. The balance sheet is in a good place with approximately 144 days of cash on hand. Expenses remain as expected.	
Adjourn		Leah Fullem adjourned the meeting at 5:12 pm (48 minutes early).	