



Board of Directors Meeting
Meeting Location: VITL Office / Conference Call
1 877 309 2073 Access Code: 493-370-541
May 12, 2020

Draft Agenda

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| I. Consent Agenda <ul style="list-style-type: none">• Approve March Board Minutes | Bruce Bullock, MD
Action Required |
| II. Board Chair's Report | Bruce Bullock, MD |
| III. Brief Overview of Plans for July Board Training | Anne Cramer |
| IV. President's Report <ul style="list-style-type: none">• Project Matrix Update | Beth Anderson |
| V. Update on COVID-19 Activities | Beth Anderson |
| VI. Finance <ul style="list-style-type: none">• FY20 Performance• FY21 Budget Review• Requested Action: To approve the FY21 Budget as presented, and approve the submission of the budget to the Green Mountain Care Board | Robert Turnau

Action Required |
| VII. Adjourn | |

Next Meeting
July 28, 2020
4-6 pm

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 Meeting Minutes
May 12, 2020
Conference Call**

Bruce Bullock
 Jessa Barnard
 Joel Benware
 Kelly Lange
 Leah Fullem
 Mark Nunlist
 Mary Beth Eldredge
 Norman Ward
 Richard Elmore
 Susan Besio
 Tom Evslin
 Beth Anderson

VITL Staff: Carolyn Stone, Christopher Shenk, Frank Harris, Robert Turnau

Guests: Anne Cramer – Primmer, Piper, Egglestone & Cramer

Topic	Presentation	Discussion and Action	By Whom or When
Meeting Convened	Dr. Bruce Bullock convened the meeting at 4:04 pm		
Consent Agenda	Bruce Bullock	Motion: To accept the minutes as presented from the March 24, 2020 meeting.	Motion Tom Evslin 2nd Leah Fullem Approved
Board Chair's Report	Bruce Bullock	<ul style="list-style-type: none"> Budget for next year: The Finance and Executive Committees have reviewed the budget and understand that modifications may be needed given the current environment with COVID-19. Dr. Bullock will be stepping down as Board Chair and retiring from the VITL board after 10 years. He will be reaching out to members of the board to recruit a full slate of officers to be proposed to the BOD. 	
July Training Session	Anne Cramer	<ul style="list-style-type: none"> Anne Cramer presented a preview of the topics she will address as part of her board training at the July meeting. The training will focus on mission, VT Law as it pertains to boards and board members including duty of care, duty of loyalty, and confidentiality. The training will also touch on strategic planning, operations and financial oversight. 	
President's Report	Beth Anderson	<ul style="list-style-type: none"> Project Matrix Review – Projects are largely on target for deliverables. There is a concern with delivering interfaces due to the COVID-19 pandemic. VITL has added some new projects working with the Vermont Department of Health and the State of Vermont and hopes to be able to redirect some funding to cover that work. 	
COVID -19 Activities	Beth Anderson	<ul style="list-style-type: none"> Enabling collaboration with the State of Vermont Working with the VT Department of Health (VDH) and Agency of Digital Services to address a number of needs around data sharing Reeducating providers about VITLAccess Providing VDH Epidemiology team training and permissions for VITLAccess allowing them to: <ul style="list-style-type: none"> Decrease need to call providers for data collection purposes to do required reporting (e.g. CDC) 	

		<ul style="list-style-type: none"> ○ Capture demographic data (e.g. race), as VITL access has more robust data than what they were receiving ○ Obtain information to assist with contact tracing ● Building interfaces to ensure COVID test results are captured and available in the VHIE and to enable accurate external reporting ● Providing data for daily reporting by hospitals required by the State ● Working with MPI Vendor (Verato) to pilot new service to gather additional demographic data that may help evaluate effects of easing restrictions on certain industries, or provide additional demographic data for contact tracing ● Developed list of test names to assist providers in finding patient test results, to be shared with VITL participating HCOs ● VITL will continue to explore opportunities with VDH for non-COVID related work. For example, using VITLAccess for reportable diseases/surveillance 	
Finance Report	Bob Turnau	<p><u>March Financials:</u> FY20 Revenue: Year to date revenue is on track. Management has been reviewing the potential impact of the COVID19 pandemic on our revenue projections for FY20. Our initial assessment is that connectivity projects will be the most likely area of our work to be most impacted as Health Care Organizations intensify their focus on responding to increased demands of the COVID19 pandemic. This will affect FY20 and FY21 revenues: a revised comprehensive forecast for FY20 has been included with the FY21 budget package.</p> <p>FY20 Expenses: FY20 expenses through March are under budget. The significant drivers for this underrun are</p> <ul style="list-style-type: none"> ○ labor expenses due to vacancies ○ lower year to date Material/Services expenses ○ lower data security, networking, and hosting costs ○ Legal expense below budget <p>Balance Sheet: Cash position for March remains strong with 160 days of cash on hand.</p> <p><u>FY21 Budget</u> FY21 Budget timeline following today’s vote on the budget: 05/18/2020: The approved budget will be sent to the Green Mountain Care Board 06/03/2020: VITL to present the FY21 budget to the Green Mountain Care Board 06/17/2020: The Green Mountain Care Board will vote on the proposed budget</p> <p>VITL’s fiscal year 2021 is from July 1, 2020 to June 30, 2021</p> <p>Revenue: Revenue projections are based on our projections of deliverables for the rest of our CY20 contract, as well as projections for our CY21 contract. We have reviewed the high-level projections for CY21 with DVHA. For the CY20 contract, we expect to</p>	

continue to find that providers are not available to work with us to implement interfaces.

Based on conversations with OCV, the budget assumes that OCV will continue to fund their data feed at the current level. However, our contract will be negotiated for CY21 in the fall.

The budget has a negative revenue line to allow for potential revenue impacts from the pandemic. Based on discussions with DVHA, VITL sees the potential to repurpose some funds to support other work streams, especially around COVID-19 support. That potential is not reflected in the projections and VITL doesn't currently have any commitments in place. Leadership will report back to the board after those discussions happen.

Staffing: VITL currently has 24.6 full time employees. The proposed budget accounts for VITL to add one full time position in FY21. No bonuses for leadership are included in the budget.

Benefits: Employee contributions will remain the same as the FY20 budget, with allowances for annual cost increases and an allowance for possible costs for COVID. The Safe Harbor match also remains the same.

Discussion: Inflation in health coverage.

Expenses: Bob reviewed the cost associated with working with vendors as well as costs associated with the UMPI and terminology services. The budget also includes a 3% increase in cost for rental space in the Chase Mill. Finally, an allowance for capital expenses is displayed "below the line" on the Statement of Activities to reflect all anticipated expenses for the year.

Risks: VITL is a lean organization. Loss of crucial talent could impact the delivery of contractual requirements. While this has been an ongoing risk, VITL has been working to ameliorate this potential risk through cross-training of existing staff and contracting with service providers for specific skills to backup critical skills areas.

The COVID19 pandemic presents risk to VITL through disruption of ability to complete projects that rely on HCO's, and the ability of our customers to continue funding. This budget has attempted to reduce the potential impact through employing a conservative estimate for our remaining CY20 contract work, the addition of a negative revenue contingency line ("Potential pandemic impact" on the SOA), and the inclusion of a contingency expense line.

Motion: To approve the FY21 Budget as presented and approve the submission of the budget to the Green Mountain Care Board.

Motion Joel Benware
2nd Leah Fullem
Approved

Adjournment	Dr. Bullock adjourned the meeting at 5:45 pm		

Joshua Cheney, Executive Assistant
VITL