



150 Dorset Street
Suite 245, PMB 358
South Burlington, VT 05403

Board of Director's Meeting

November 20th, 2024

3:00-5:00pm

Agenda

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|--------------------------------------|---------------------------|-----------------|
| 1. Call to Order | Emma Harrigan | 5 minutes |
| a. Vote on September Meeting Minutes | | Action Required |
| 2. Chair's Report | Emma Harrigan | 5 minutes |
| 3. President's Report | Beth Anderson | 10 minutes |
| 4. Approvals | Beth Anderson | 15 minutes |
| a. Record Retention Policy | | Action Required |
| b. Resolution for Signing Authority | | Action Required |
| c. State Data Use Agreement | | Action Required |
| 5. HIE Platform Discussion | Beth Anderson | 35 minutes |
| 6. Finance Committee Update | Deb Royce/Cara Callanan | 30 minutes |
| a. Audit Presentation – 4PM | Connie Fellion | Action Required |
| Possible executive session | | |
| 7. Technology Committee Update | Shawn Burroughs/Sue Fritz | 5 minutes |
| 8. VITLAccess Demo | Maurine Gilbert | 15 minutes |
| 9. Adjournment | | |

Mission: To securely aggregate, standardize, and share the data needed to improve the effectiveness of health care for Vermonters.



November 20, 2024

3:00-5:00PM

Board of Directors Meeting

Teams Conference Call

Board Members Present:

- Jessa Barnard Susan Besio Shawn Burroughs Kelly Champney
- Leah Fullem Emma Harrigan Dr. Rick Hildebrant Sarah Lindberg
- James Mauro Debra Royce Dr. Norman Ward Beth Anderson

VITL Staff and Other Present: Cara Callanan, Sue Fritz, Maurine Gilbert, Christopher Vitale, Justin Tease, Heidi Banks, Erica Pietricola, Connie Fellion

Topic	Presenter	Discussion	Action
Meeting Convened		Emma Harrigan convened the meeting at 3:02pm.	
1. Meeting Minutes	Emma Harrigan	Motion: Approve the September meeting minutes as presented. After the vote Susan Besio joined the meeting at 3:03pm.	Motion: Rick Hildebrant Second: Shawn Burroughs Abstain: N/A Approved
2. Chair's Update	Emma Harrigan	Emma had no updates. James Mauro joined the meeting at 3:04pm.	
3. President's Report	Beth Anderson	Beth provided an update on the election and its possible impact, OneCare Vermont, event notification service, Unified Health Data Space and Medicaid Data Lake/Data Warehouse project.	
4. HIE Platform Discussion	Beth Anderson	Beth led a discussion regarding the HIE Platform.	
5. Finance Committee Update a. Audit Presentation	Deb Royce, Cara Callanan Connie Fellion	At 4:00pm Connie Fellion, VITL's Auditor from McSolley McCoy joined the meeting. She gave a brief overview of the FY24 audit, which included an unmodified opinion, which is the highest opinion an auditor can give. The Board had no questions for Connie. Connie left the meeting at 4:04pm. Debra said the Finance Committee received a full presentation on the audit and would recommend it to the Board for approval.	

		<p>Motion: The Finance Committee recommended the Board accept the FY24 audit as presented.</p> <p>Debra thanked the finance team for all their hard work and for a fantastic audit.</p> <p>Cara briefly reviewed the September FY25 year to date financials.</p>	<p>Motion: Leah Fullem Second: Debra Royce Abstain: N/A Approved</p>
<p>6. Approvals</p> <p>a. Records Retention Policy</p>	Beth Anderson	<p>Beth shared that the Finance Committee has reviewed the Records Retention Policy and is looking for the Board to approve it.</p> <p>Motion: To approve the Records Retention Policy as presented.</p>	<p>Motion: Debra Royce Second: Rick Hildebrant Abstain: N/A Approved</p>
<p>b. Resolution for Signing Authority</p>	Beth Anderson	<p>Beth reviewed the resolution to give the Director of Client Engagement authorization as a signatory and contact for VITL specifically for Service Agreements with Health Care Organizations.</p> <p>Motion: To adopt the resolution on Signing Authority as presented.</p>	
<p>c. State Data Use Agreement</p>	Beth Anderson	<p>Updating the State Data Use Agreement.</p> <p>Motion: To adopt the resolution regarding the Data Use Agreement with the State of Vermont as presented.</p>	<p>Motion: Shawn Burroughs Second: Norm Ward Abstain: N/A Approved</p> <p>Motion: Shawn Burroughs Second: Norm Ward Abstain: N/A Approved</p>
<p>7. Technology Committee Update</p>	Shawn Burroughs, Sue Fritz	<p>Sue introduced the new Technology Committee members and then provided an update on the Committee's upcoming work.</p>	

8. VITLAccess Demo	Maurine Gilbert	Maurine gave a demonstration of VITLAccess.	
Adjournment		The meeting adjourned at 4:43pm.	Motion: Rick Hildebrant Second: Leah Fullem Abstain: N/A Approved

Heidi Banks, Business Operations Manager
VITL