

NHIN Coordinating Committee Meeting Notes

Teleconference: 9/15/09 (4-5 pm ET)

Approved by NHIN-CC: 11/5/09

Committee Members

Member Type	Member Name	Member Organization
NHIN Production Participants	Jim Borland	SSA
	Michael Matthews	MedVirginia
NHIN Cooperative Representatives	Holt Anderson	NCHICA
	Marc Overhage	Regenstrief
Definitive Plan Participants	Tim Cromwell (Interim)	VA
	Dr. John Mattison	Kaiser Permanente
ONC	Ginger Price	ONC, NHIN Program

Other Participants:

- Invited Subject Matter Expert: Steve Gravely, Troutman Sanders
- Coordinator for initial organizational meeting: Mariann Yeager, ONC

Observers:

- Jeff Blair, NMHIC
- Buff Colchagoff, ONC
- Alaina Crislip, WVHIN
- Alex Low, NYeC
- Amy Olson, ONC
- Justine Piereman, SSA
- Andrew Weniger, NCHICA

NOTE: Portions of the meeting notes related to Confidential Participant Information may have been removed.

Discussion Summary

The following highlights key discussion points, decisions and action items addressed during the NHIN Coordinating Committee teleconference:

Topic	Summary	Decision / Outcome	Action / Follow Up
Roll Call	Mariann Yeager facilitated roll call.	All members were present. A quorum was established per the draft NHIN CC General Operating Procedure.	N/A
Welcome and Meeting Objective	Ginger Price welcomed the group and reinforced the importance of supporting an open and transparent process for the NHIN CC and NHIN TC.	N/A	N/A
Membership	<p>Mariann Yeager reviewed existing Committee membership and presented a decision for the group to consider – to approve VA and KP as members of the Committee, by deeming their efforts to go into limited production as meeting the requirements of a documented definitive plan.</p> <p>VA and KP have been actively engaged in implementation and testing as part of their limited production pilot activities. These efforts are well-established, with ONC engagement throughout the process.</p> <p>These efforts were under way before the NHIN CC operating procedure for Definitive Plans was developed.</p> <p>In lieu of submitting a documented Definitive Plan, the Committee was asked to decide</p>	<p>The group voted and unanimously agreed to deem that VA and KP have definitive plans to go into limited production and qualify to participate as Type 2 members in the NHIN Coordinating Committee in the absence of having a formally documented plan.</p> <ul style="list-style-type: none"> • Tim Cromwell will serve as the interim representative for VA. • Dr. Mattison has been designated as the formal representative for KP 	N/A

Topic	Summary	Decision / Outcome	Action / Follow Up
	<p>whether KP and VA could be deemed to have Definitive Plans and, therefore, join the NHIN CC as Type 2 Members.</p>		
<p>General Operating Policies and Procedures</p>	<p>Steve Gravely reviewed the NHIN CC General Operating Procedure (accepted by the NHIN Cooperative Leadership group on 8/6/09).</p> <p>It was suggested to have observers pre-register for meetings to minimize time from the agenda to take roll call or to have observers identified by joining a web meeting</p> <p>The group clarified the process for modifying the procedures, and requirements for the super-majority in the voting process.</p> <p>It was suggested that the operating procedure could be adopted by the CC, with refinements addressed in future NHIN CC meetings.</p>	<p>Holt Anderson moved to adopt the operating P&P. Michael Matthews seconded.</p> <p>No discussion; therefore, the question was called.</p> <p>There were no opposing votes.</p> <p>The group agreed to accept the NHIN CC Operating Procedure.</p>	<p>N/A</p>
<p>Selecting Chair, Vice Chair and Secretary</p>	<p>Per the General NHIN CC Operating Procedure, the Committee needed to select the Chairperson, Vice Chairperson, as well as a Secretary.</p> <p>The group briefly discussed whether there could be concerns about having either a Federal or non-Federal Chair. This matter was discussed at length during the development of the Data Use and Reciprocal Support Agreement (DURSA). If this becomes a concern, the Committee could establish Co-Chairs with a Federal and non-Federal representative.</p> <p>The group did not identify this as a pressing concern and, therefore, did not pursue this</p>	<p>Michael Matthews nominated Jim Borland as Chair.</p> <p>Holt Anderson seconded the nomination.</p> <p>Jim accepted the nomination, but did note that NHIN membership will diversify dramatically over the next year and that the decision to have a Federal Chairperson may need to be re-evaluated as the group evolves.</p> <p>Holt moved to close the nominations. Nominations closed.</p> <p>The Committee voted and by unanimous decision elected Holt Anderson as Vice Chairperson.</p>	<p>Communicate representatives to the NHIN Cooperative</p>

Topic	Summary	Decision / Outcome	Action / Follow Up
	<p>matter further.</p> <p>The group proceeded with elections for Chair, Vice Chair and Secretary.</p>	<p>-----</p> <p>Marc Overhage nominated Holt Anderson as Vice Chair.</p> <p>The nomination was seconded.</p> <p>Holt accepted the nomination.</p> <p>A member moved to close the nominations. Nominations closed.</p> <p>The Committee voted and by unanimous decision elected Holt Anderson as Vice Chairperson.</p> <p>-----</p> <p>Jim Borland asked for volunteers for the position of Committee Secretary. This non-voting position does not have to be a member of the Committee. Mariann Yeager from ONC volunteered.</p> <p>No others volunteered. Mariann Yeager was accepted by the group as Secretary.</p>	
New Business	<p>Jim Borland asked whether the Committee had any new business to raise at this time.</p>	<p>No new business was raised.</p>	<p>N/A</p>
Future Agenda Items	<p>The Committee discussed the importance of reviewing the other draft NHIN CC operating procedures in future calls.</p>	<p>The group will review the operating procedure for Definitive Plans in the next call, as well as a template Definitive Plan.</p> <p>Holt suggested looking to practical experiences from the NHIN participant and definitive plan members. The Committee can use this process to inform whether there are specific metrics that would be beneficial and whether the plan matches</p>	<p>Mariann will send the Committee the template Definitive Plan.</p> <p>Jim will send a request for additional agenda items for the October meeting.</p>

Topic	Summary	Decision / Outcome	Action / Follow Up
		<p>the on-boarding process.</p> <p>ONC noted that there are four draft NHIN CC Operating Procedures that will require Committee review and approval in upcoming meetings (Participation, Change Process, Maintaining Operating Procedures, Information Handling).</p> <p>The group agreed to meet the 3rd Thursday (10 - Noon ET) of each month on a recurring basis.</p>	<p>An agenda will be distributed one week in advance of the October meeting (10/8).</p> <p>Mariann will send a meeting invitation for the 10/15 call and future monthly meetings.</p>
Adjournment	<p>A motion was made to adjourn the meeting.</p> <p>The motion was seconded.</p>	Meeting adjourned.	N/A