

NHIN Coordinating Committee

Meeting Notes: 10/15/09 (10-11 am EST)

Approved by NHIN-CC: 11/5/09

Committee Members

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

Other Invited Participants:

- Steve Gravely, Troutman Sanders

Pre-Registered Observers

- Jeff Blair, LCF
- Liz Brown, ONC, NHIN Team
- Alaina Crislip, WVHIN
- Jamie Ferguson, Kaiser Permanente
- Michelle Grinberg, WVHIN
- Liesa Jenkins, CareSpark
- Lee Jones, HITSP
- Laura Landry, Long Beach Network for Health (LBNH)
- Rebecca Little, DHIN / Medicity
- Alex Low, NYeC
- Melinda Machones, CHIC
- Charley Magruder, CDC
- Vanessa Manchester, ONC, CONNECT Team
- Amy Olson, ONC, NHIN Team
- Marty Prah, SSA
- Aaron Seib, ONC, NHIN Team
- Randy Sermons, CareSpark
- Joe Turk, Cleveland Clinic
- Erin Whaley, Troutman Sanders

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

Meeting Summary

Agenda Topic	Summary	Decision / Outcome	Action / Follow Up
Identify participants	<p>Mariann Yeager facilitated roll call and identified the NHIN CC members present.</p> <p>Registered observers were noted in advance of the meeting. Other observers were asked to identify themselves on the call.</p>	See list of participants and observers noted above.	N/A
Quorum	<p>Holt Anderson inquired whether a quorum could be established in accordance with the Committee's general operating policy and procedure. Section 6 of the procedure says:</p> <p><i>A quorum at any meeting of the Coordinating Committee shall be a majority of Members being present or participating by an approved alternative mechanism, provided that at least one federal and one non-federal Type 1 Member is present or otherwise participating. In the event that a quorum cannot be established, the Coordinating Committee may continue to meet but cannot take official action. The Committee may take provisional action provided that the action does not materially injure the rights of any other Member and further provided that the Coordinating Committee ratifies the provisional action within 14 days in a called meeting at which a quorum is present.</i></p>	<p>Quorum could not be established since one Federal "Type 1" Member was not present.</p> <p>As a result, the meeting was conducted as an informational meeting only, with provisional actions only.</p>	N/A
Meeting Notes – 9/15	The group discussed the meeting notes from 9/15. No changes proposed.	The Committee provisionally accepted the meeting notes and will formally approve the notes at the next NHINCC call.	Ratify approval of 9/15 meeting notes in 11/5 Committee call.
NHINCC Meeting Documentation and Communications	<p>The group discussed the importance of transparency to the Committee process and acknowledged that certain information captured in Committee documentation may be appropriate to share more broadly.</p> <p>Certain Committee proceedings will involve confidential matters that will require a private line for the NHINCC executive session use.</p>	<p>Transparency will be one of the core ethics of the Committee, particularly since governance will be evolutionary.</p> <p>The Committee will determine what information may be more broadly shared on a case-by-case basis.</p>	N/A
New Business	Holt Anderson asked whether Committee members	No new business was raised.	N/A

Agenda Topic	Summary	Decision / Outcome	Action / Follow Up
	wished to raise any new.		
Future Agenda Items	The group discussed a schedule and identified possible topics for upcoming calls.	<p>Meeting Schedule / Topics</p> <ul style="list-style-type: none"> • 11/5/09 – NHINCC Call <ul style="list-style-type: none"> - Approve 9/15 and 10/15 meeting notes - Approve NHIN-CC Operating Procedures (Participation and Application) - Proxy representation • 11/5 – NHIN Cooperative Leadership Call • 11/19 – NHINCC call <ul style="list-style-type: none"> - Approve 11/5 meeting notes - Approve NHIN-CC Operating Procedures (Participation - Changes, Termination, Suspension) • 12/1 – NHINCC Call <ul style="list-style-type: none"> - Approve 11/19 meeting notes - Approve NHIN-CC Operating Procedures (Change Process and Maintaining DURSA, policies and procedures) • 12/3 - NHIN Cooperative Leadership Call • 12/17– Monthly NHINCC call <ul style="list-style-type: none"> - Approve 12/1 meeting notes - Approve NHIN-CC Operating Procedures (Information Handling) 	Schedule calls and prepare agendas
Adjournment	The Vice Chair asked whether there was any other business the Committee wanted to address.	No other business was raised. Meeting adjourned.	N/A