

NHIN Coordinating Committee

Meeting Notes: 11/5/09 (1-3 pm EST) – Approved by NHIN-CC on 11/19/09

877-216-4419, 1667020

Committee Members

Member Type	Member Name	Member Organization	Present
NHIN Production Participants	Jim Borland	SSA	X
	Michael Matthews	MedVirginia	X
NHIN Cooperative Representatives	Holt Anderson	NCHICA	X
	Marc Overhage	Regenstrief	
Definitive Plan Participants	Tim Cromwell (Interim)	VA	
	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 – DURSA Subject Matter Expert

Observers

- Erin Whaley, Troutman Sanders
- Alaina Crislip, WVHIN
- Amy Thompson, SSA
- Justine Piereman, SSA

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	Mariann Yeager facilitated roll call and identified the NHIN CC members and observers present.	See list of participants and observers noted above.	N/A
Quorum	Holt Anderson, ViceChair, confirmed that quorum was established in order to make decisions.	Quorum established.	N/A
Meeting Notes – 9/15/09 and 10/15/09	The group discussed the meeting notes from 9/15 and 10/15. No changes proposed.	<p>Jim Borland motioned to approve the meeting notes for 9/15/09 and 10/15/09.</p> <p>John Mattison seconded the motion.</p> <p>No Discussion.</p> <p>Holt Anderson called the decision. All members voted in favor.</p> <p>Meeting notes from 9/15/09 and 10/15/09 were approved without changes.</p>	N/A
NHIN-CC Operating Procedure (NHIN-CC: 1) - Review Applications for Participation in NHIN and NHIN Coordinating Committee	<p>Mariann Yeager reviewed the draft operating procedure with the Committee and highlighted key discussion points addressed in the review team meetings as the procedure was developed.</p> <p>The Committee discussed the timeframe for an Applicant to go into production following the Committee's conditional acceptance as a Participant. The Committee acknowledged that 60 days is likely too short.</p> <p>It was noted that additional time may be needed following conditional acceptance before a Participant would be able to begin exchanging data</p>	<p>Jim Borland motioned to approve the operating procedure with one change – revising the timeframe from 60 to 120 days, calendar days.</p> <p>Holt seconded the motion.</p> <p>There was no further discussion.</p> <p>Jim Borland called the vote.</p> <p>The Committee voted unanimously to approve the motion. There was no opposition; therefore, roll call not needed.</p> <p>The Committee approved the procedure with</p>	Revise operating procedure and communicate to Cooperative.

Agenda Topic	Summary	Decision / Outcome	Action / Follow Up
	<p>in production.</p> <p>It was suggested that a more reasonable timeframe would be 120 calendar days, with the ability for an Applicant to request an extension.</p>	<p>change to 120 days, with option to request extension.</p>	
<p>Template Application</p>	<p>The Committee reviewed the draft template application.</p> <p>It was noted that the timeframe for an Applicant going into production would need to be changed to reflect 120 days.</p>	<p>Michael Matthews made a motion to approve the application with the change from 60 to 120 days as in the NHIN-CC 1 operating policy and procedure.</p> <p>Jim Borland seconded the motion.</p> <p>There was no further discussion.</p> <p>Holt Anderson called the question. All members voted in favor. None opposed.</p> <p>Since there was no opposition, roll call was not needed.</p> <p>The Committee approved procedure with change to 120 days, with option to request extension.</p>	<p>Revise the application template to reflect 120 days and communicate to the Cooperative.</p>
<p>Proxy Representation</p>	<p>The group discussed whether proxy representation was appropriate for the Committee.</p> <p>Given the growing visibility and need for continued adaption, the NHINCC will take on increasing visibility and importance over the next several months.</p> <p>Holt Anderson made a motion to not allow proxy voting at this stage in development of the NHIN-CC and its procedures.</p> <p>Jim Borland seconded this motion.</p> <p>John Mattison raised a matter for discussion. He asked whether there is a need for the Committee to be able to provide timely response in circumstances when a quorum is not present or if the Committee needs to quickly convene in</p>	<p>There was a motion to not adopt a proxy vote.</p> <p>This motion was seconded.</p> <p>There was no further discussion.</p> <p>The Chair called the question. All members voted in favor. None opposed. Since there was no opposition, roll call was not needed.</p> <p>A proxy voting process was not adopted.</p>	<p>Members should provide alternate contact information (cell, texting, personal e-mail, etc.) to the Secretary to enable timely notification regarding time-sensitive issues.</p>

Agenda Topic	Summary	Decision / Outcome	Action / Follow Up
	<p>response to a time-sensitive manner.</p> <p>The group considered possible alternatives, including:</p> <ul style="list-style-type: none"> • Off-line voting through virtual participation (e.g. e-mail) • A redefined quorum for time-sensitive issues (e.g. ad hoc acceptance of a quorum). • Provisional acceptance as long as a quorum of the Committee convenes and renders a decision within 14 days (as covered under current NHINCC policy) • Enable the Committee to identify alternates to attend meetings – although this option would require changes to the DURSA. <p>In light of this discussion, the group concluded the following:</p> <ul style="list-style-type: none"> • Members cannot send an official vote with someone else as a proxy. • Members cannot vote in advance since there must be a quorum to take action. • As long as there are alternative mechanisms for making time-critical decisions, then the group supported the current recommendation for not having a proxy. 		
New Business	Jim Borland asked whether Committee members wished to raise any new business.	No new business was raised.	N/A
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"> • 11/19 – NHINCC call (10-12 EST) <ul style="list-style-type: none"> - Approve 11/5 meeting notes - Approve NHIN-CC Operating Procedures (Participation - Changes, 	Schedule calls and prepare agendas

Agenda Topic	Summary	Decision / Outcome	Action / Follow Up
		<p>Termination, Suspension and Change Process)</p> <ul style="list-style-type: none"> • 11/26 – Review team call (1-3 pm EST) • 12/1 – NHINCC Call (10-11 EST) <ul style="list-style-type: none"> - Approve 11/19 meeting notes - Approve NHIN-CC Operating Procedures (Maintaining DURSA, policies and procedures) • 12/3 - NHIN Cooperative Leadership Call • 12/17– Monthly NHINCC call (10-12 EST) <ul style="list-style-type: none"> - Approve 12/1 meeting notes - Approve NHIN-CC Operating Procedures (Information Handling) 	
Adjournment	The Chair asked whether there was any other business the Committee wanted to address.	<p>No other business was raised.</p> <p>There was a motion to adjourn. This motion was seconded.</p> <p>The meeting adjourned.</p>	N/A