

**Delaware Health Information Network  
Executive Committee Meeting  
February 1, 2019  
9:00 a.m. – 9:30 a.m.**

\*In-Person

Christiana Data Center  
One Reads Way  
New Castle, DE

**Minutes**

**I. CALL TO ORDER**

Randy Gaboriault called the meeting to order at 9:04 p.m.

**II. APPROVAL of October 24, 2018 MINUTES**

Bill Kirk motioned for the minutes to be accepted as presented. Rich Heffron seconded the motion. Minutes were approved unanimously.

**III. Committee Updates**

**Donna Goodman has tendered her resignation from the DHIN Board**, effective the end of CY2018, due to health reasons. This will require the Board to elect a new Treasurer.

Donna's departure also leaves a vacancy on the Finance Committee. We've struggled to populate that and other committees with enough people to do business. Current Finance Committee membership consists of Donna Goodman, Steve Saville (both board members) and Barry Dahlof (not a board member). Steve frequently is unable to attend scheduled Finance Committee meetings (which are held quarterly).

Proposal #1: nominate Meredith Stewart-Tweedie as Treasurer. This would bring her back onto the Executive Committee.

Proposal #2: Collapse all standing DHIN Board committees into the Executive Committee, with the exception of the Health Care Claims Database Administrative Committee. Since all the officers are members of the Executive Committee, and the Executive Committee already meets monthly (between regular board meetings), all the routine business of the board could most efficiently be handled by this committee. The current committee structure consists of:

Executive Committee – the 4 elected officers plus three additional members; meets monthly with occasional exceptions. Guides development of policies and procedures, acts on personnel matters, including annual review of the CEO, and acts on behalf of the full board when board-level action or decisions are required between regular board meetings.

Finance Committee – 3 members currently, meets quarterly. Oversees development of the budget, audits, financial tracking and accountability, major grant awards, etc.

Board Development Committee – Chaired by the Secretary, and may have up to 7 members. Meets on an ad hoc basis. Recommends candidates to the Governor for consideration in filling board vacancies, seeking a balance of expertise and skills.

Health Care Claims Database Administrative Committee – Currently chaired by Meredith Stewart-Tweedie. Must have a minimum of 5 and maximum of 11 members, representing a broad range of stakeholders.

**Nomination of New Treasurer: ACTION ITEM:**

Bill Kirk motioned to approve Meredith Stewart-Tweedie as Treasurer replacing Donna Goodman. Jonathan Kaufmann seconded the motion. Meredith Stewart Tweedie’s nomination for DHIN Treasurer was unanimously approved.

**Proposed Changes to DHIN By-Laws: ACTION ITEM:**

Jonathan Kauffmann motioned approval of the proposed amendment to the DHIN By-Laws to absorb Finance Committee and Board Development Committee into the Executive Committee, along with the duties of these Committees. Rich Heffron seconded the motion. Recommended By-Law changes were unanimously approved.

**NEXT EXECUTIVE COMMITTEE MEETING**

The next Executive Committee Meeting will be held on March 22, 2019 at Christiana Data Center.

**Executive Session: [Pursuant to DE Code – Title 29, Chapter 100, §10004 (b)(9)]**

At 9:20 a.m., Randy Gaboriault moved that the Committee go into Executive Session to discuss Human Resource matters. The motion was unanimously approved.

At 9:30 a.m., the DHIN Executive Committee voted to exit the Executive Session.

**IV. Adjourn**

The meeting adjourned at 9:39 a.m.

**Attendance:**

**Executive Committee Present:**

James Collins  
Randy Gaboriault  
Rich Heffron  
Jonathan Kauffmann  
Bill Kirk  
Stephen Lawless  
Meredith Stewart-Tweedie

**DHIN Present:**

Jan Lee  
Ali Charowsky