

**Delaware Health Information Network
Executive Committee Meeting**

**Tuesday, June 2, 2020
9:30 a.m. – 11:00 a.m.**

Virtual Zoom Meeting

Minutes

- I. **CALL TO ORDER:** Randy Gaboriault called the meeting to order at 9:34 a.m.
- II. **APPROVAL of May 5, 2020 MINUTES:**
Dr. Kaufmann motioned for the minutes to be accepted as presented. Rich Heffron seconded the motion. Minutes were approved unanimously.
- III. **Management Report:**
Status of FY20 Goals:
DHIN'S FY20 Goals continue moving forward with the one exception of HITRUST. We continue working through the delays posed by Drummond and may still be at risk for completing in FY20.

Financial:

Develop a board-approved three-year sustainability and business plan for the HCCD

Customer:

Provide Public Access to at Least Five Reports Generated from HCCD Data

Join a National Network: Anticipate going live week of June 8, 2020

Process:

Achieve HITRUST Recertification

Develop a Dashboard with at Least Three Measures for each DHIN Service for Presentation at the July 2020 Board of Directors meeting

Learning & Growth:

70% of DHIN managers will progress to ITIL Expert Level (or v4 equivalent by end of year

Formulate a 3-year Technology Roadmap that Addresses:

- Refresh of Current Technology
- Implementation of New Tools
- Adoption of ONC Interoperability Standards
- Includes Cost Estimates

PTO Carryover Request:

DHIN's current policy allows employees to carry over 16 PTO days each year. However, with the COVID-19 shelter-in-place restrictions many vacation plans were disrupted; and the additional COVID-19 workload impacted everyone's ability to take "stay-cations". As of June 2020, DHIN employees average 46.7 "use or lose" hours per person.

Meredith Stewart-Tweedie motioned for the approval for an exception to DHIN's Annual Leave Policy for FY20. Employees can carry over an additional 5 PTO days; going from 16 PTO days to 21 PTO days for FY21. Bill Kirk seconded the motion; the approval of the additional 5 days of PTO carried over to FY21 was unanimously approved.

Organization Structure & Role Updates: Please see link: [DHIN Role Optimization](#)

DHIN and COVID Work:

DHIN continues to provide daily reports to DPH on the number of new hospitalizations related to COVID-19.

DHIN will have a major role in the contact tracing effort:

- All positive test results will flow from or through DHIN to the DE Contact Tracing System
- DHIN will enrich lab results with demographic data and co-morbidity information
- DPH will send results they receive directly to DHIN for enrichment and for inclusion in the CHR
- We are negotiating pricing with the State
- Scott Perkins is working with DPH DAG on legal agreements
- Unclear at this time whether this will be a permanent change in the DHIN-DPH information exchange, or just for the duration of the COVID crisis

All of the work around COVID-19 has been a huge time drain and is impacting other planned work. The DHIN team is doing a wonderful job with heroic efforts. We would especially like to thank James Collins for being such a wonderful advocate for DHIN and supporting us in moving forward and working with the State in our fight against COVID-19.

DHIN has found that with the COVID-19 shutdown, people are not going to their doctors, labs or hospitals and this has impacted the results coming into DHIN. Our basic business model with the data senders is predicated on the volume of results they send to DHIN.

Budget Issues for FY21:

Please see link for additional details: [FY21 Budget Issues](#)

Dr. Lee will present the final proposed budget at the next meeting. The Executive Committee will need to approve the proposed budget and recommend to the Board of Directors at the next Board of Directors Meeting in July 2020.

- IV. **Public Comment:** None
- V. **Next EC Meeting:** June 29, 2020
- VI. **Adjourn:** Meeting adjourned at 10:11 a.m.

Committee Members on Call:

James Collins
Randy Gaboriault
Rich Heffron
Jonathan Kaufmann
Bill Kirk
Meredith Stewart-Tweedie

Committee Members Absent:

Steve Lawless

DHIN:

Jan Lee
Ali Charowsky