

**Delaware Health Information Network  
Executive Committee Meeting**

**Monday, June 29, 2020  
2:00 p.m. – 3:30 p.m.**

**ZOOM Meeting**

**Minutes**

**I. CALL TO ORDER:**

Randy Gaboriault called the meeting to order at 2:05 p.m.

**II. APPROVAL of June 6, 2020 MINUTES:**

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

**II. MANAGEMENT REPORT**

**Status of FY20 Goals:**

**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

**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

Dr. Lee presented the above FY20 Goals to the committee – noting that all goals have been achieved with the exception of HITRUST.

HITRUST assessments are performed by any of several HITRUST authorized assessors. DHIN selected Drummond as our assessor; and were subsequently placed on hold by HITRUST due to compliance issues. Once Drummond was re-instated as a HITRUST assessor, HITRUST agree to expedite DHIN's review in order to enable us to meet the end of year certification. Early advice given by Drummond staff is now being contradicted by other Drummond staff; now asking for much different types of documentation and will take several months to revise everything. Twelve DHIN policies must be rewritten – changes in formatting, not in content, but drives a 30-day “burn-in” before formal assessment can begin.

Motioned for the Dr. Lee to continue reporting on HITRUST through FY21; however, there will be a partial withhold on bonuses until certification is received, which is expected by December 2020.

**FY21 Financials:**

DHIN will end FY21 with \$5.4M in unrestricted net assets despite the net income loss of \$635K due to the expected forgiveness of a PPP loan (payable) that DHIN successfully applied for in FY20. This loan was payable on DHIN's books as of June 30, 2020 and will be released into cash reserves during FY2021.

FY21 will prove to be another eventful year, as we monitor the effects of the COVID-19 pandemic, including a possible second wave of exposure. For the first time in its history, DHIN is not planning on hiring any incremental staff in FY21; with the exception of a current contract being moved to a permanent employee.

DHIN has several key initiatives planned which will increase expenses in FY21:

- Completing a new Strategic Plan as well as impact of Value Assessment
- Implementation of a Consent Registry which will meet Consent Management requirements for Mental Health and Substance Abuse data

As in prior years, DHIN is conservatively planning for a worst-case scenario for both revenue and expenses. Even in this scenario, DHIN will still meet its reserve requirements.

DHIN is projected to end the year with 220 days of operating reserves which is well above our 180 day target. [FY2021 Financial Package to EXCOM - 6.22.2020 \(002\).pdf](#)

\*Also noted that the presented budget was based on numbers from DHIN FY20 Mid-Year Forecast. Actual numbers presented to the Board of Directors in July will be through June 30, 2020.

Rich Heffron motioned for an approval of the FY21 Budget. Jonathan Kaufmann seconded the motion. DHIN's FY21 Proposed FY21 Budget was unanimously approved.

**III. Public Comment:** James Collins expressed his thanks to the DHIN Staff for their hard work in working collaboratively with the State on launching the Contact Tracing Program. Contract Tracing is one of the key components of our opening. DHIN jumped in and have been great partners throughout this pandemic.

**IV. Next EC Meeting:** August 14, 2020

**V. Adjourn:** Meeting adjourned at 3:20 p.m.

**Executive Committee Virtual Attendance:**

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

**DHIN Present:**

Jan Lee  
Ali Charowsky  
Mike Sims