

Delaware Health Information Network
Executive Committee Meeting
February 15, 2021
11:00 a.m. – 12:30 p.m.

Virtual Meeting

Minutes

- I. **Call to Order:** Randy Gaboriault called the meeting to order at 11:01 a.m.
- II. **Maestro Presentation** [2021-02-15 Maestro Presentation](#)
- III. **Approval of Minutes:** September 21, 2020 and December 8, 2020 **ACTION ITEM**
Randy Gaboriault motioned for the approval of the September 21, 2020 and December 8, 2020 minutes. Bill Kirk seconded the motion. Minutes were approved unanimously.
- IV. **Management Reports:**

HITRUST Update:

DHIN has submitted all required documentation to HITRUST, and we are now waiting for their response to DHIN's re-certification which will be effective December 30, re-certification.

Learning and Growth:

70% of DHIN employees will progress to at least one additional ITIL certification:

50% of staff have achieved next certification:

DHIN's Management team has taken ITIL Digital & IT Strategy (DITS) Session for certification; we are currently two away from completing the FY21 Learning and Growth goal.

Update: MIP Outage:

DHIN recently had an outage at the MPI Level, which is hosted by our vendor Ai in Baltimore, Maryland. Though we already had plans to upgrade our MPI and move to the AWS Cloud. However, before the upgrade occurred there was a hardware issue at the data center that led to the outage. The outage occurred during bad weather and Ai was not able to reach the site in Baltimore as quickly as expected. We continue to be concerned that Ai has not failed back to our primary site as timely as it should have been and has opened several other issues. DHIN's testing environments are not fully replicated in the fall over site. All testing that is required for on-going work is tenuous due to non-availability of the testing environments needed. We have been actively working with Ai to both accelerate the reversion back to our primary site and to accelerate the move and upgrade of our MPI to the AWS Cloud.

The move to the AWS Cloud is scheduled to be completed by March 31, 2021. As for the restoration of services, we are waiting for the estimated time from Ai to transition back.

V. Financial Matters:

Investment Opportunity:

During the past several meetings we have discussed DHIN's request to invest a portion of reserve funds with The Vanguard Group: a limited investment at 70% in S&P 500 market fund and 30% in a diversified bond fund.

The Executive Committee will oversee investments and will report to the DHIN Board of Directors on a quarterly basis. The DHIN CEO and the DHIN CFO will have access to the investment accounts; all funds will be approved prior to withdrawal; both parties shall be aware of the any/all proposed transactions prior to being made. Documentation such as e-mail streams, secure messaging streams, etc. will be retained allowing monitoring of all activity.

Randy Gaboriault motioned for the approval of the proposed Investment Policy which will permit DHIN to perform limited investments at 70% in S&P 500 market fund and 30% in a diversified bond fund. The policy will also include which stocks and bonds will not be approved for investment. Bill Kirk seconded the motion. Investment Policy was unanimously approved.

The Committee approved DHIN's Investment Policy: [2021 DHIN's Investment Policy](#)

Other Business:

VI. Next EXCOM Meeting: Virtual meeting on March 25, 2021

VII. Adjourn: Randy Gaboriault motioned to adjourn at 12:18 p.m. Bill Kirk seconded motion. Motion to adjourn was unanimously approved.

Attendance:

Executive Committee Present:

Randy Gaboriault
Rich Heffron
Jonathan Kaufmann
Bill Kirk
Stephen Lawless
Faith Rentz
Meredith Stewart-Tweedie

DHIN / Guest Present:

Jan Lee
Pam Arlotto, Maestro
Susan Irby, Maestro
Kevin Martin, Maestro
Ali Charowsky
Heidi Davies