



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
December 18, 2017
1:00 PM EST**

iPHD Governing Board meeting convened in compliance with the New Jersey Open Public Meetings Act. The meeting was held at the New Jersey Department of Health (369 South Warren St., Trenton).

Board Members Present: Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), Rachel Hammond (Chair and Designee for the Commissioner of Health, Data Privacy Officer, NJ Department of Health), Rashmi Jain (Appointed- Big Data/Security Expert, Chair of Information Management and Business Analytics, Montclair State University), Elizabeth Litten (Appointed- Legal & Privacy Expert, Partner and HIPAA Privacy & Security Officer, Fox Rothschild LLP), Marc Miles (Designee for the State Treasurer, Assistant Treasurer for Tax Policy and Revenue Analysis, New Jersey Department of the Treasury), Arundhati Mohankumar (Designee for Attorney General, Deputy Attorney General), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), Natassia Rozario (Appointed- Consumer Advocate, Associate Counsel & Senior Director of External Affairs, Camden Coalition of Healthcare Providers)

Attendees: Catherine Brewster (NJ Housing and Mortgage Finance Agency), Diane Davis (Rutgers Institute for Health), Candace Fleming (Montclair State University), Robin Ford (Office of Legislative Services), Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Office of the Attorney General of New Jersey), Jose Nova (Rutgers Center for State Health Policy), John Palatucci (Rutgers Center for State Health Policy), Liz Rowe (NJ Office of Information Technology), and Eileen Troutman (NJ Department of Health)

Call to Order/Opening Remarks

- R. Hammond called the meeting to order at 1:06 PM with a quorum present.
- R. Hammond acknowledged that the meeting was being held in compliance with the NJ Open Public Meetings Act and publication of meeting time and location appeared in two NJ print publications (Newark Star Ledger and The Times of Trenton).
- R. Hammond and participants offered brief introductions.
- R. Hammond reiterated the goals of the iPHD project are to "...establish a process to integrate health and other data from publicly supported programs for population

research to: (1) improve public health, safety, security and well-being of NJ residents, and (2) improve cost-efficiency of government programs.”

General Updates

iPHD Progress Summary

- J. Cantor referenced the draft of the Year 1 Progress Summary which was included in meeting packets. The report is a communication tool to share information about progress of the iPHD. Annual report will be produced and shared with legislature after first data are received. CSHP will also upload report to the Center’s website.

Funding Opportunities

- J. Cantor indicated that Robert Wood Johnson Foundation (RWJF) already supports the iPHD work through the CSHP core grant, but RWJF and The Nicholson Foundation may be interested in sponsoring additional activities.
 - Initial feedback is that funding opportunities for iPHD related activities will advance once research priorities are identified.
- R. Jain mentioned that the National Science Foundation (NSF) may also be a potential funder.

Charter Signatures

- R. Hammond reminded the Board that the Charter will be circulated with a companion memo to facilitate execution in respective departments.

Review of September 18, 2017 Minutes

- R. Hammond reported that September 18, 2017 Governing Board meeting minutes were approved in subcommittee on October 4, 2017.
- M. Norin made a motion to approve the minutes. E. Litten provided the second, and the minutes were approved unanimously. The approved minutes were provided to all Governing Board members and will appear on the Rutgers Center for State Health Policy website.

Review and Approve Remaining & Revised Policies

Bylaws

- E. Litten suggested an edit to the Bylaws in section 2.8. “...and submit the *Outside Employment Questionnaire* in accordance with *The Uniform Ethics Code promulgated by the State Ethics Commission (“Commission”)* pursuant to the *New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.*”
- N. Rozario submitted a motion to approve the Bylaws given the aforementioned change.
- M. Norin provided a second, and the amended Bylaws were approved unanimously.

Data Use and Access Policy

- M. Miles made a motion to approve the Data Use and Access Policy.
- R. Jain provided the second.
- The motion was approved unanimously.

Acceptable Use Guidelines

- J. Cantor highlighted more inclusive language to 2.1.c “from private or public organization.”
- E. Litten recommended additional language that acknowledges M. Miles’ comments regarding consideration of innovative or “unorthodox” research.
- L. Litten and J. Cantor parsed a revision of 2.2.b. 1st line: “to perform research that is consistent with the research priorities of the iPHD and has been...”
- M. Norin submitted a motion to approve the Acceptable Used Guidelines.
- E. Litten provided a second.
- The Acceptable Use Guidelines were passed as amended with 6 members approving, and 1 member abstaining (M. Miles).

Discussion

Discussion on iPHD Research Advisory Committee (RAC) Selection Criteria

- M. Miles explained the need for the iPHD to choose members of the Research Advisory Committee (RAC) that represent diverse and innovative research interests.
- R. Hammond explained that the research priorities will guide final selection of approved projects.
- J. Cantor explained that proposal selection process will be addressed in the Operations Policy.
- N. Rozario recommended that Research Priorities Meeting include a speaker from another state with experience with data linkages.

Operations Policy

- J. Cantor suggested adding a RAC member selection process in section 3.2.
- J. Cantor suggested adding a section entitled the “Application Process Review and Approval for Data Access.”

Research Priorities Meeting

- J. Cantor suggested the inclusion of non-academic researchers (i.e. Mathematica) and State agencies.
- Members recommended representation from research universities in New Jersey, non-profit organizations, and private industry.
- Goal is to have the Research Priorities Meeting in May with approx. 75 attendees.
- Members also noted that a representative from a state with similar initiatives should be included on the meeting agenda.

Thank you to Dr. Marc Miles

- M. Miles announced his retirement for January 31, 2018.
- L. Litten requested the minutes reflect a formal thank you to Dr. Miles for his service to New Jersey and the iPHD Board.

Motion to adjourn, M. Norin and L. Litten provided the second. Meeting was adjourned at 2:26 PM