Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
February 15, 2019
1:00 PM-3:00 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:
In-person:
Rachel Hammond (Chair and Designee for the Commissioner of Health, Data Privacy Officer, NJ Department of Health)

By-phone:
Dr. Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), Dr. Ranjana G. Madhusudhan (Designee for the State Treasurer, Chief Economist, NJ Department of the Treasury), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), Arundhati Mohankumar (Ex officio/Designee for the NJ Attorney General, Deputy Attorney General, NJ Office of the Attorney General), Dr. 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), and Sarah Adelman (Ex officio/Designee for the NJ Commissioner of Human Services, Deputy Commissioner, NJ Department of Human Services)

Attendees:
By-phone:
Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Counsel to the Board-Office of the Attorney General of New Jersey), Gregory Woods (Chief Innovation Officer, Division of Medical Assistance and Health Services, State of NJ), Felicia Wu (Research Scientist, Division of Medical Assistance and Health Services, State of NJ), Chris Rein (NJ Office of Information Technology), Suzanne Borys (Assistant Division Director, Planning, Research, Evaluation & Prevention, NJ Division of Mental Health & Addiction Services), Debra Morgan (NJ Department of Health), Jose Nova (Rutgers Center for State Health Policy), Manisha Agrawal (Rutgers Center for State Health Policy), Omna Syed (Rutgers Center for State Health Policy), Diane Davis (Rutgers Institute for Health, Health Care Policy and Aging Research, Office of Research Computing), and Jonathon Thompson

(Rutgers Institute for Health, Health Care Policy and Aging Research, Office of Research Computing)

Call to Order/Opening Remarks
- R. Hammond called the meeting to order at 1:16 pm with a quorum present.
- R. Hammond acknowledged that the meeting was being held in compliance with the 1975 NJ Open Public Meetings Act and that there was a publication of meeting time and location in two NJ print publications (Newark Star Ledger and The Times of Trenton) and on the Rutgers Center for State Health Policy website.

General Updates/ Actions
- R. Hammond requested board members to review the January 18th Governing Board meeting minutes.
- R. Hammond requested adding the adjournment time of the General Session to the January 18th meeting minutes.
- S. Adelman made a motion for the full Governing Board to approve the January meeting minutes with the addition of the adjournment time. R. Madhusudan provided the second, and upon roll-call the minutes were approved unanimously.
- The edited approved minutes will appear on the Rutgers Center for State Health Policy website.
- R. Hammond reminded the Governing Board members to complete and return the Outside Activities Form by March 1st.
- R. Hammond provided updates on the MOA progress and feedback from her monthly meeting with Commissioner Elnahal. Commissioner Elnahal is pleased with the progress and is eying the end of the calendar year as a milestone date for launch. Need to discuss how we define launch of the iPHD.
- R. Hammond requested all board members to think of potential pilot projects for each of the research priorities.
- R. Hammond inquired if any Board Member would like to see a copy of the MOA. In response, both R. Madhusudan and E. Litten shared interest.

Subcommittee Updates

R. Hammond acknowledged no subcommittee hearings have been held since the last board meeting on January 18th.
- Technical

- o D. Davis mentioned ongoing documentation of IFH computing policies and procedures based on feedback from the NJOIT site visit and conversations with Rutgers OIT.
  - o D. Davis mentioned internal compliance discussions that would expedite the certification process for researchers external to Rutgers who may be accessing the data. This would be relevant for the iPHD moving forward.
- Legal
  - o R. Hammond mentioned that she along with M. Koller and E. Litten are working to identify law students to help with legal analysis work. They received some recommendations for potential candidates.
  - o M. Koller mentioned that the initial plan is to hire two individuals. They will be hired under Rutgers human resources postings and will be invited to attend the March 19th Legal Subcommittee Meeting.
  - o M. Koller mentioned that the students will be specifically assisting with:
    - Identifying relevant laws and statues applicable to priority datasets
    - Creating a crosswalk of Rutgers and NJOIT policies to inform development of iPHD Operations Policy

Discussion

Communications and Engagement Subcommittee
- R. Hammond mentioned discussions regarding the creation of the Communications Subcommittee during the January Governing Board meeting. Charges of the subcommittee will include revising and finalizing the FAQs, suggestions for updating the website content, social media updates, creating slide deck, and convening and stakeholder re-engagement. Timeline of these activities will be aligned with the timeline of the implementation of the iPHD Project.
- K. Noonan (absent from this meeting) was identified as the prospective chair of the committee.
- R. Hammond stated that communications personnel from both RU and NJDOH need to be identified and included in the subcommittee.
- With regard to participation of other Governing Board members, E. Litten confirmed her participation and R. Madhusudan shared interest.

Executive Session

At 1:38 PM, R. Hammond indicated the need for an Executive Session. R. Madhusudan made a motion to go into Executive Session and then adjourn meeting. E. Litten offered a second.

The General session of the Governing Board meeting was adjourned to Executive Session at 1:40 pm.

The Governing Board meeting was adjourned at 1:55 pm.

-Upcoming Meetings-

Technical Subcommittee: March 8, 3:00 PM to 4:00 PM (cancelled)
Governing Board: March 15, from 1:00 PM to 3:00 PM
Legal Subcommittee: March 19, 3:00 PM to 4:00 PM