



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
March 24, 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, Rutgers Center for State Health Policy), Francesco Ferrantelli (Deputy Attorney General, Designee for Attorney General, NJ Department of Law and Public Safety), Valerie Harr (Deputy Commissioner, Designee for Commissioner, NJ Department of Human Services), Marc Miles (Assistant Treasurer, Alternate for NJ State Treasurer, NJ Department of the Treasury), Natassia Rozario (Appointed, Camden Coalition of Healthcare Providers), and Anthony Welch (Director of Policy and Strategic Planning, Chair & Designee for Commissioner, NJ Department of Health)

Attendees: Catherine Brewster (NJ Housing and Mortgage Finance Agency), Meghan Davey (NJ Department of Human Services, Division of Medical Assistance and Health Services), Diane Davis (Rutgers Institute for Health), Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (NJ Department of Law and Public Safety), Jose Nova (Rutgers Center for State Health Policy), John Palatucci (Rutgers Center for State Health Policy), Liz Rowe (NJ Office of Information Technology), Shabnam Salih (Camden Coalition of Healthcare Providers), Eileen Troutman (NJ Department of Health), Felicia Woo (NJ Department of Human Services, Division of Medical Assistance and Health Services), and Colleen Woods (Consultant)

Call to order–

- A. Welch called the meeting to order at 1:15 PM
- DOH determined that promulgation of rules and regulations will not be necessary at this time due to the comprehensiveness of draft policies and procedures
- Two appointments from the Governor's office are pending at this time: Legal/Privacy Expert and Big Data Expert. One appointment is pending with the Speaker's Office and that is someone with expertise in human subjects' research.

Review of Minutes–

- Minutes from previous meeting (12/12/2016) were disseminated, motion to approve the minutes was made by F. Ferrantelli. A second motion was made by V. Harr, and the motion passed unanimously
- F. Ferrantelli noted that approved meeting minutes need to be available to the public upon request within 30-45 days of any open public meeting (Open Public Meetings Act)
- F. Ferrantelli motioned for the creation of a sub-committee to review and approve meeting minutes since the Board’s quarterly meeting schedule will prevent compliance with the 30-45 day time frame. Minutes approved by this subcommittee maybe further amended by the full Governing Board at the next open public meeting. N. Rozario made the second motion, and the motion passed unanimously. The subcommittee will consist of A. Welch, N. Rozario, and F. Ferrantelli and will be convened by telephone.
- After being considered by the Subcommittee, the minutes from this meeting (3/24/2017) will be included in the full Board materials for the June meeting

Review and Consider Amended Documents–

Bylaws

- Board discussed addition to section 3.2 of the current draft to include the newly constituted Minutes Subcommittee
- A. Welch made the motion to approve Bylaws as amended above, second made by N. Rozario. Bylaws unanimously approved as amended

Charter

- After discussion, Valerie Harr made a motion, with a second from N. Rozario, to approve the Charter with the following changes listed below.
- Baseline security audit is moved to May 2017, but this will not affect the implementation timeline
- Need to correct L. Rowe’s email address on page 4
- Remove references to rules and regulations in Charter timeline
- There was a suggestion to clarify designee role/status with a description of the role in section 1.3 and designee status in section 9
- The Charter was approved unanimously with edits noted above

The Board convened in closed session for the purpose of receiving legal advice.

Acceptable Use Guidelines

- J. Cantor recommended the removal of Section 2.4.D. from page 7
- V. Harr suggested the inclusion of the word “annual” to be inserted to section 2.2 in reference to the research agenda being informed by an annual review
- F. Ferrantelli made the motion to approve the aforementioned changes to the Acceptable Use Guidelines. N. Rozario made the second motion, and the motion was approved unanimously with edits noted above

Discussion of Research Agenda–

- F. Ferrantelli suggested that the research agenda should be reflective of the law, “benefit welfare... and reduce cost for the state”
- J. Cantor noted that the Research Agenda brings focus to selection approval process and advances the research priorities of the state
- V. Harr reiterates the need for reviewing the research agenda annually and J. Cantor agrees that was always the intent in developing the agenda and will be made more explicit in documents

Discussion of Data Use & Access Policy–

- Page 4- 1.4 Access- Systems maintained by the “iPHD” instead of “the state.”
- In the interest of time and due to the detail of the policy, A. Welch recommended that the Board continue to review content from the Data Use and Access Policy with further discussion and possible vote to take place at the June 2nd meeting. Particular interest in feedback on drafted data retention language.

Other Business–

- V. Harr motioned to have DAG representation as a general legal advisor to the Board. F. Ferrantelli provided the second to the motion, motion passed unanimously. F. Ferrantelli will pursue this request within his office.
- A. Welch made a motion to adjourn. N. Rozario made the second motion. The motion was passed unanimously. The meeting was adjourned at 3:00 PM ET.