



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
June 2, 2017
10:00 AM 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), Rashmi Jain (Appointed, Montclair State University), 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: Pauline Daniel (NJ Department of 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), Eileen Troutman (NJ Department of Health), and Felicia Wu (NJ Department of Human Services, Division of Medical Assistance and Health Services)

Call to Order/General Updates–

- A. Welch called the meeting to order at 10:15 AM with a quorum present.
- M. Koller acknowledged that the meeting was being held in compliance with the NJ Open Public Meetings Act and publication of meeting time and location had appeared in two NJ print publications.
- J. Cantor recognized new gubernatorial appointments to the Governing Board: R. Jain and L. Litten (not present).
- J. Cantor provided an update that the planned iPHD systems audit will be conducted jointly by NJ OIT and Rutgers OIT and is tentatively scheduled for September 2017.
- J. Cantor discussed how Actionable Intelligence for Social Policy (AISP) at the University of Pennsylvania provides technical assistance training opportunities for social science data researchers. The Center submitted a technical assistance proposal on behalf of the iPHD project.

- J. Cantor provided an update that a progress report will be submitted to the Governing Board by December 2017.

Review of March 24, 2017 Minutes–

- A. Welch reported that March 24, 2017 Governing Board meeting minutes were approved in subcommittee. The approved minutes were provided to all Governing Board members and will appear on the Rutgers Center for State Health Policy website.
- V. Harr submitted a motion to approve the meeting minutes from the March 24, 2017 meeting. N. Rozario provided the second, and the minutes were approved unanimously.

Review and Discuss Data Use & Access Policy–

The following reflect substantive changes proposed by the Governing Board relating to the Data Use and Access Policy. Numbering provided below corresponds to the organization of the Data Use and Access Policy.

1.3 Background

- J. Cantor recommended adding “under the direction of iPHD Governing Board” in section 1.3 (last sentence).

1.4 Definitions

- N. Rozario recommended adding the definition of “applicant” to this section.
- F. Ferrantelli recommended amending definitions language to include statement in all relevant definitions that policy will be in compliance with all applicable federal and state privacy laws.
- F. Ferrantelli recommended amending the definition of “researcher” to be consistent with the statute.
- V. Harr recommended revising definition of “Research Agenda” and removing “and Publicly Supported Programs Data that may, among other sources....”

2.0 Policy and Procedures

- F. Ferrantelli recommended amending 2.1.9 to include “or as required by law” (first sentence).
- Regarding Data Retention in 2.1.5, F. Ferrantelli proposed that a retention policy should follow the “longer of the minimum required by federal and state law or the applicable

Business Associate or Data Use Agreements at which time the data will be destroyed or returned to the partner agency. “

- J. Cantor made the recommendation to change the “CSHP Operations Policy” to “iPHD Operations Policy.”

3.0 Amendments

- A. Welch recommended moving 3.0 “Amendments” to the end of the “Operations Policy” while including language regarding the publication of amendments.

Discussion of Research Agenda–

- V. Harr recommended a less restrictive approach in order to develop a broader research agenda beyond explicit state priorities (e.g. “Let a thousand flowers bloom”).
- A. Welch reiterated the need to address State priorities and the importance of buy-in from State agencies that will be asked to contribute data to the project. A balance can be struck to promote innovative projects.
- J. Cantor explained how iPHD can reduce the workload on State agencies that would be required to answer fewer questions directly from researchers.
- J. Cantor explained that further discussion is planned for the September 2017 Governing Board Meeting after the iPHD project team engages with state agencies over the summer and identifies research and policy priorities.
- R. Jain recommended workshops with agencies as a method of fostering buy-in and facilitating communication.
- Group responded that an iPHD “launch meeting” would be a productive first step to promote buy-in. Likely scheduled for early 2018.

Meeting Adjournment–

- F. Ferrantelli motioned that the meeting by adjourned. V. Harr made the second motion. The motion was passed unanimously. The meeting was adjourned at 12:15 PM.