



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
July 24, 2018
2:00 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:

Dr. 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), Dr. Ranjana G. Madhusudhan (Designee for the State Treasurer, Deputy Director of Revenue & Economic Analysis, NJ Department of the Treasury), Arundhati Mohankumar (Designee for Attorney General, Deputy Attorney General, Office of the Attorney General of New Jersey -Division of Law, Health and Human Services), and Natassia Rozario (Appointed- Consumer Advocate, Associate Counsel & Senior Director of External Affairs, Camden Coalition of Healthcare Providers).

By-phone:

Sarah Adelman (Designee for the Commissioner of Human Services, Deputy Commissioner, NJ Department of Human Services), 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).

Attendees:

In-person:

Catherine Brewster (NJ Housing and Mortgage Finance Agency), Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Counsel to the Board-Office of the Attorney General of New Jersey), John Palatucci (Rutgers Center for State Health Policy), Carrie Parikh (NJ Office of Information Technology), Chris Rein (NJ Office of Information Technology), Balavignesh Thirumalainambi (New Jersey Innovation Institute), and Eileen Troutman (NJ Office of Information Technology)

By-phone:

Jose Nova (Rutgers Center for State Health Policy), William O'Byrne (WJOB Consulting Services LLC), and Felicia Wu (NJ Department of Human Services-Division of Medical Assistance & Health Services)

Call to Order/Opening Remarks

- R. Hammond called the meeting to order at 2:09 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 July 18, 2018 publication of meeting time and location in two NJ print publications (Newark Star Ledger and The Times of Trenton).
- R. Hammond and participants offered brief introductions.

General Updates/ Actions

- R. Hammond reported the acquisition of all required signatures to the iPHD Project Charter.
- M. McNally indicated that responses to pending questions to counsel, posed in last meeting's Executive Session, are being developed with an update to the Board anticipated for September

Review and Approve June 22, 2018 Board Meeting Minutes

- R. Hammond recommended that S. Adelman be acknowledged as the designee for the Commissioner of the Department of Human Services as of the June 22nd meeting.
- N. Rozario suggested referencing the development of a potential Communications Subcommittee as discussed in the June 22nd meeting.
- A. Mohankumar recommended the addition of "to confer with counsel in regard to sub committees" in the Executive Session section.
- R. Madhusudhan made a motion to approve the minutes as amended. A. Mohankumar provided the second, and the minutes were approved unanimously.
- The approved minutes will appear on the Rutgers Center for State Health Policy website.

Updating Meeting Schedule

- M. Koller indicated Governing Board activities through June 2019.
 - August 2018 –Subcommittee Meetings
 - September, 28 2018 – Quarterly Governing Board Meeting
 - October 2018 – Governing Board Meeting (Call-in Option)
 - November 2018 – Governing Board Meeting (Call-in Option)
 - December 21, 2018 – Quarterly Governing Board Meeting
 - 2019 Calendar TBD (Likely the last Friday of each month)

Budget Update

- R. Hammond announced the anticipated state funding for the iPHD project, estimated at \$1M. Funding expected to flow through a Memorandum of Agreement.
- M. Koller explained that in addition to state resources, other funding are being explored.
- M. Koller noted that depending on the nature and timing of the state funding, state resources may be used to fund initial pilot projects.

Discussion

Initial Research Priorities & Data Sets

Background

- R. Hammond provided context for the Research Priorities by explaining that all actions of the board are sanctioned by the approved policies and procedures. As such, the Governing Board can only approve projects that are consistent with the approved Research Priorities.
- J. Cantor explained that the revised initial Research Priorities presented to the Board are informed by:
 - (1) Input from the June 13, 2018 Research Priority Meeting, and
 - (2) Identification of state agency priorities.
- M. Koller clarified that this is the first iteration of the Research Priorities, which may be revised by the iPHD Governing Board at any time.
- J. Cantor noted that the Research Priorities are meant to serve as guardrails against uses of the data that are not aligned with the interests of the State and public.

Innovation

- R. Jain mentioned a potential need for specificity in research priorities (e.g. research outcomes, strategies, and risk factors).
- N. Rozario noted the need for the Research Priorities to address health equity and disparity.
- R. Hammond explained that the intent of the Research Priorities is to be specific enough to align with State priorities while being broad enough to facilitate innovation.
- J. Cantor offered that specificity can be obtained through the data set identification process and through requests for proposals.

Data Sets

- J. Cantor explained that the list of data sets needs to be refined and the Center will work to identify contacts at each agency that can provide information of available data.

- L. Litten explained the need for summary information about each data set to judge the impact or benefit of including them in the project (e.g. ability to identify chronology and data dictionaries).
- R. Madhusudhan noted the prevalence of DOH datasets in the initially identified sources for the iPHD.
- J. Cantor explained that DOH has a great deal of usable data that can be brought into the iPHD framework.
- R. Hammond added that the initial DOH data sets serve as a starting point on which to build a template for other agencies.

Approval of Initial Research Priorities

- J. Cantor discussed the approval of the four indicated research priorities:
 - Informing New Jersey’s integrated approach to addressing the opioid epidemic
 - Improving maternal and infant health
 - Assuring access to physical and behavioral health services and addressing social determinants of health
 - Optimizing benefits of NJ Medicinal Marijuana Program
- N. Rozario offered a motion to approve the four research priorities contingent upon some additional language providing context being added to the document. R. Jain offered the second. The initial Research Priorities were approved unanimously.

Subcommittee Schedule and Goals

- R. Hammond noted that she intends to attend all subcommittee meetings and provide appropriate appointment letters given GB approval.
- Technical Subcommittee:
 - **Membership** – M. Norin, Chair; R. Jain; J. Nova; C. Rein; A. Verma(NJDOH-HIT); Jim Cavanagh (NJ Innovation Institute), Proposed Member; Diane Davis (Rutgers Institute for Health), Proposed Member; and Deborah Morgan (NJDOH-HIT), proposed member
- Legal Subcommittee:
 - **Membership**- L. Litten, Chair; M. McNally; N. Rozario; John Jacobi, Proposed Member (Seton Hall Law School); Chris Martin (Rutgers Office of Corporate Contracts), Proposed Member; Tara Ragone (Seton Hall Law School), Proposed Member
- R. Hammond expressed her desire to have representation from NJ DHS-Medicaid on the Technical Subcommittee.
- M. Koller explained the Rutgers Center for State Health Policy is responsible for staffing and facilitating the meeting process.

Executive Session

- At 3:12 PM, the Board motioned to meet in Executive Session to confer with counsel with regard to procedures and policies to support the operation of the iPHD project.
- A. Mohankumar motioned to adjourn Executive Session. R. Madhusudhan provided a second. The executive session was adjourned at 3:40 PM.

Adjournment

- N. Rozario offered a motion to adjourn, and R. Jain provided the second. Meeting was adjourned at 3:42 PM.

-Next Meeting-

September 28, 2018 from 1:00 PM to 3:00 PM