Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
September 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), Meghan Davey (Designee for Commissioner of Human Services, Director of Division of Medical Assistance and Health Services, NJ Department of Human Services), 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- Public Interest Advocate, Associate Counsel & Senior Director of External Affairs, Camden Coalition of Healthcare Providers), and Anthony Welch (Chair & Designee for Commissioner of Health, Director of Policy and Strategic Planning, NJ Department of Health)

Attendees: Catherine Brewster (NJ Housing and Mortgage Finance Agency), 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), Eileen Troutman (NJ Department of Health), and Felicia Wu (NJ Department of Human Services, Division of Medical Assistance and Health Services)

Call to Order/Introduction to New Governing Board Members–

- A. Welch called the meeting to order at 1:07 PM 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 appeared in two NJ print publications.
- A. Welch welcomed new members (Arundhati Mohankumar and Meghan Davey) to the iPHD Governing Board.

General Updates

IT Infrastructure Development

- J. Cantor provided an update on the progress of creating a secure, HIPPA compliant, computing environment at Rutgers.
  - The plan calls for three levels of operation:
    - Standard- Day-to-day operations associated with the iPHD project
    - High Security- Operates through a remote-access portal in order to access personal health information (PHI) that is stripped of identifiers
    - Isolated- No internet access, only available at the institute

Drafting of Progress Report

- J. Cantor noted that legislation requires an annual report be submitted to the Legislature after the iPHD Launch
- J Cantor explained that the iPHD team will submit an interim progress report to Governing Board for review during the December meeting.

Review of June 2, 2017 Minutes–

- A. Welch reported that June 2, 2017 Governing Board meeting minutes were approved in subcommittee on July 12, 2017. The approved minutes were provided to all Governing Board members and will appear on the Rutgers Center for State Health Policy website.
- A. Mohankumar volunteered to be added to the Minutes Subcommittee to replace Francesco Ferrantelli.
- M. Miles submitted a motion to approve the meeting minutes from the June 2, 2017 meeting. M. Norin provided the second, and the minutes were approved unanimously.

Review and Approve Remaining & Revised Policies

Research Priorities

- J. Cantor cited to P.L.2015, CHAPTER 193, 5, d, (5): *Policies that establish processes to engage researchers and academic institutions across New Jersey to help set research priorities and promote the use of the iPHD Project to accelerate population health research in this State.*
  - J. Cantor explained that the iPHD will convene a meeting to gather research proposals from researchers

o J. Cantor explained that proposals will be filtered through a team of experts before proposed to the Governing Board for approval.
- M. Miles expressed concern that the process not exclude legitimate, albeit unconventional, research.
- A. Welch suggested that projects be examined for greatest social benefit
- R. Jain explained the need for "Actionable public health research"

Bylaws/ Data Use and Access Policy

- J. Cantor reported a change in language within the Bylaws (page 6, 3.1), of "Research Agenda" to "Research Priorities." This change was previously approved by the Governing Board.
  - o L. Litten suggested that addition of "is innovative" are to 3.1 page 6 of Bylaws
- L. Litten suggested that "Research Priorities" be redefined within the Data Use and Access Policy (on page 6 of that document) and updated on all iPHD documents
- A Welch submitted a motion to amend bylaws, and second was provided by L. Litten with the addendum that "Research Priorities" will be redefined in Data Use and Access Policy, and usage within the Bylaws will be consistent with this definition.

Acceptable Use Guidelines

- L. Litten suggested that elimination of the term "Research Priorities" in this section.
- L. Litten will be consulting to rewrite section 2.2. b. of the Acceptable Use Guidelines.
- A. Mohankumar, explained that adjustments need to be made to the Acceptable Use and Data Access Policies and will provide Directions/Guidance to CSHP

Discuss Research Priority Meeting

- J. Cantor expressed the ability of the Center for State Health Policy to support a colloquium to identify "Research Priorities", but input is needed for format, timing, and invitee list.
- M. Koller explained that the meeting would likely not take place until March 2018
- R. Jain, materials to participants and suggested Dennis Colhain – Ruins Actionable Intelligence at UPenn

Motion to adjourn, M. Miles and L. Litten provided the second.
Meeting was adjourned at 3:02PM