



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
September 28, 2018
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:

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), 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), Michele Norin (Ex officio, Chief Information Officer- Rutgers University).

Attendees:

In-person:

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (Counsel to the Board-Office of the Attorney General of New Jersey), Eileen Troutman (NJ Office of Information Technology), John Tew (Camden Coalition of Healthcare Providers), Kelly Levy (NJ Office of Attorney General), Deborah Morgan (NJ Department of Health), Felicia Wu (NJ Department of Human Services-Division of Medical Assistance & Health Services), Jim Cavanagh (NJ Innovation Institute), Jose Nova (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), and Manisha Agrawal (Rutgers Center for State Health Policy)

Call to Order/Opening Remarks

- R. Hammond called the meeting to order at 1:05 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 mentioned that the Board members completed the required State Ethics Commission training prior to the Governing Board convening today (September 28th).
- R. Hammond reported that Natassia Rozario resigned from her Board appointment as she has left position at the Camden Coalition. Rachel will ask her DOH Regulatory Affairs colleague to reach out to Senate President Sweeney's office to nominate a replacement for Natassia and assume the seat representing individuals whose data could be stored in the iPHD.
- R. Hammond acknowledged that in addition to this Board seat, we are also waiting for an appointment from the Assembly Speaker's Office for an expert on human subjects research. Professor Janet Currie from Princeton has been recommended for that seat.
- R. Hammond reported that both Legal and Technical Subcommittee met last month and updates will be shared later in the meeting.
- L. Litten made a motion to approve the minutes as amended. R. Madhusudhan provided the second, and the minutes were approved unanimously.
- The approved minutes will appear on the Rutgers Center for State Health Policy website.

Discussion

Initial Research Priorities & Data Sets

- J. Cantor noted that the revised Research Priority document includes all the feedback from the last meeting. Priorities meant to serve as guardrails against uses of the data that are not aligned with the interests of the State and public.
- L. Litten noted preferred language in paragraph 3: "Governing Board may also approve projects that fall outside the approved research priorities but..... (3) are approved by each state agency that has contributed data....."
- S. Adelman wants to include text that says that all data requests are subject to approval by the respective agencies contributing data and the Governing Board.
- L. Litten raised concern about potential federal funding restrictions related to Research Priority #4, Optimizing Medical Marijuana Program.
- A. Mohankumar to explore issue further and report out on next call.

Updates on Meeting Schedule

- M. Koller indicated Governing Board activities through June 2019:
 - October 2018 – Governing Board Meeting (Call-in Option)
 - November 2018 – Governing Board Meeting (Call-in Option)
 - December 21, 2018 – Quarterly Governing Board Meeting
 - Monthly Subcommittee Meetings (Call-in Option)
 - 2019 Calendar- 3rd Friday of each month

Subcommittee Updates

- M. Norin provided following update on the Technical Subcommittee:
 - Data flow chart developed by J. Nova shared with the group.
 - Issues of scalability, stability of the Institute for Health environment, additional needs and compliance requirements discussed.
 - Mentioned pilot testing the data flow, and policies related to sharing data during the next meeting.
 - R. Jain noted that the discussion was informative around compliance requirements and some of the requirements will mature into policy.
- Legal Subcommittee:
 - L. Litten mentioned the framework developed by J. Chou that will include all the state/federal regulations regarding privacy and security of data.
 - L. Litten noted that the Technical Subcommittee Flowchart is useful to provide information and may discuss developing something similar for the Legal Subcommittee.

Outreach and Briefing Strategy

- J. Cantor mentioned ongoing discussions with the state agencies and experts for mapping data sets to the Research Priorities.
- R. Hammond mentioned that discussion is ongoing with the Center for Health Statistics and Informatics and vital statistics may be the first dataset to come to iPHD.
- J. Cantor mentioned that once the Research Priorities are official, plan is to share the updated document with all the agencies invited for the Research Priority Meeting in June.
- J. Cantor mentioned sending newsletter-type document to agencies as needed for updates.

- L. Litten inquired if the iPHD information will be shared on the NJDOH website. Additionally, discussed the possibility of putting together a presentation for Commissioner to share (as needed).
- E. Troutman suggested Rutgers/NJDOH co-branding of iPHD and adding the iPHD page on the NJDOH website for updates.

Executive Session

At 2:15 PM, M. McNally indicated the need for the Executive Session to update the Board regarding the questions posed in the June 22nd Executive Session. R. Madhusudhan made a motion to go into Executive Session and then adjourn meeting. M. Norin offered a second.

Adjourned to Executive Session at 2:15 pm.

-Upcoming Meetings-

Technical Subcommittee: October 12, 3:00 PM to 4:00 PM

Legal Subcommittee: October 16, 3:00 PM to 4:00 PM

Governing Board: October 22, 2018 from 11:00 AM to 1:00 PM