



**Integrated Population Health Data (iPHD) Project
Governing Board Meeting Minutes
January 8, 2021**

1:00 PM-2:30 PM EST

iPHD Governing Board meeting convened in compliance with the New Jersey Open Public Meetings Act. All participants attended the meeting virtually due to the Covid-19 pandemic restrictions.

Board Members Present:

Francis Baker (Ex officio/Designee for the NJ Attorney General, Deputy Attorney General, NJ Office of the Attorney General), Greg Woods (Ex officio/Designee for the NJ Commissioner of Human Services, Chief Innovation Officer, Division of Medical Assistance and Health Services Department of Human Services), Joel Cantor (Ex officio/ Non-voting, Director of Rutgers Center for State Health Policy), 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 Chief Privacy & HIPAA Compliance Officer, Fox Rothschild LLP), Kathleen Noonan (Appointed- Chief Executive Officer, Camden Coalition of Healthcare Providers)

Attendees:

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (NJ Office of the Attorney General), Mark McNally (NJ Office of the Attorney General), Suzanne Borys (Division of Mental Health & Addiction Services), Tim Seplaki (NJ Department of Health), Darrin Goldman (NJ Department of Health), Jon Tew (Camden Coalition of Healthcare Providers), Christine Campbell (Office of Information Technology), Barbara Bolden (NJ Department of Health), Jose Nova (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), Jolene Chou (Rutgers Center for State Health Policy), Manisha Agrawal (Rutgers Center for State Health Policy), Eileen Troutman (NJ Department of Health –Candy Brewster (NJ Housing and Mortgage Finance Agency), Jody Ruiu (NJ Department of Health), Jean Mathew (public representation),

Call to Order/Opening Remarks

- J. Cantor chaired the meeting in the absence of R. Hammond and called the meeting to order at 1:10 pm with a quorum present.
- J. Cantor 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 (CSHP) website. Information regarding transition from an in-person to virtual meeting due to the Covid-19 pandemic was posted in the publications and on the CSHP website.

General Updates/Actions

Updates from the Chair Designee

- J. Cantor mentioned approval of budget modification to carry over the remaining funds from the current budget for the coming year and additional \$400,000 in funding from New Jersey Department of Health (NJDOH) to support iPHD implementation activities over the next year.
- J. Cantor said that CSHP is recruiting for up to two data analyst positions to support iPHD and will share the job description with the Board members.

Meeting Minutes

- J. Cantor requested board members review the November 20, 2020 Governing Board meeting minutes (approved by Minutes Subcommittee on December 17, 2020).
- E. Litten made a motion to approve the November meeting minutes. R. Jain provided the second and, upon roll call, the minutes were approved unanimously.

Discussion

Website Deployment

- J. Cantor mentioned that Zivtech completed the last set of updates to the structure and populated the content. “Soft launch” of website will be mid-February and final deployment will be early summer.
- M. Koller said that the soft launch will provide a project overview and other documents will be added after the data becomes available.

- M. Koller will share the website link with the Board members with a request to share the feedback before January 31st.
- R. Jain lauded the great work of the Communications Subcommittee for the initial design and structure.

Research Advisory Committee (RAC) Recommendations

- In reviewing the draft list of RAC members, J. Cantor mentioned that the RAC will review and make recommendations to the Governing Board for approval. Plan is to mirror the NIH Study Section procedures.
- J. Cantor said that CSHP is working on the conflict-of-interest rules. Will consult with Board members for guidance.
- J. Cantor responded that the plan is to assign three or more reviewers to each application. The reviewers will be paid consistent with NIH study section policies.
- In response to R. Jain's question about the review process, J. Cantor said that CSHP will conduct the first review of all the applications coming in. After the initial review, the applications will be matched and assigned to subject matter experts.
- R. Jain said that the list is impressive and represents multiple disciplines.
- J. Cantor requested the members to make a motion to allow CSHP to move forward with sending a letter of initiation to the RAC members.
- E. Litten made a motion to approve CSHP moving forward. R. Jain provided the second and, upon roll call, the motion was approved unanimously.

There was no executive session, and the open session of the Governing Board meeting was adjourned at 1:39 pm.

- G. Woods made a motion to adjourn.
- E. Litten offered a second.
- Unanimous vote to adjourn the open session.