

**Integrated Population Health Data (iPHD) Project  
Governing Board Meeting Minutes  
October 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:**

Rachel Hammond (Chair and Designee for the Commissioner of Health Data Privacy Officer, NJ Department of Health), 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), Michele Norin (Ex officio, Chief Information Officer- Rutgers University), and Janet Currie (Appointed- Human Subjects Research Expert, Professor of Economics and Policy Affairs, Princeton University)

**Attendees:**

Margaret Koller (Rutgers Center for State Health Policy), Mark McNally (NJ Office of the Attorney General), Tim Seplaki (NJ Department of Health), Darrin Goldman (NJ Department of Health), Christine Campbell (Office of Information Technology), Barbara Bolden (NJ Department of Health), Jody Ruiu (NJ Department of Health), Brandie Wooding (NJ Department of Health), Bretta Jacquemin (NJ Department of Health), Maria Baron (NJ Department of Health), Bhavani Sathya (NJ Department of Health), Yong Sung Lee (NJ Department of Health), Adam Gershen (Intern – Office of the NJ Attorney General), Abiola Amutah (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), Kate Scotto (Rutgers Center for State Health Policy), Ed Liu (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 1:07 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 iPHD 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 iPHD website.

### **General Updates/Actions *Updates***

*from the Chair*

- R Hammond mentioned that there will be a presentation from the ethics officer at the November 12<sup>th</sup> meeting. This is required to keep up with the compliance requirement and also needed before iPHD starts accepting applications.
- R. Hammond confirmed from O. Lontok that Board members are available for the November 12<sup>th</sup> meeting to meet quorum.
- R. Hammond said that the first MOA modification was executed and the second modification for an additional \$400K is in progress. Additionally, the DUA was approved by the AG's office and Rutgers, and is with DOH for final signature. R. Hammond said that she is expecting the DUA to be signed in the next two weeks. Once the DUA is signed, it will be shared with the Board and will be posted on the iPHD website. Data transfer may begin by the end of the calendar year.
- M. Koller provided an update on the status of DUA between RU and researchers. She mentioned that the DUA was modeled after the DUA with DOH and the next step is to cross-walk the draft for the researchers with the draft between DOH and Rutgers to ensure consistent language. R. Hammond asked about the review process. M. Koller said that the draft will be shared but it does not require Board approval. J. Currie said that it is a good idea to share for input.
- R. Hammond provided COVID updates: Pfizer booster shots available for people 65 or older or for those at high risk. She also mentioned that vaccination cards could be securely accessed via Docket app. The app is free and is available on App store and Google Play.

- R. Hammond proposed quarterly Board meetings for 2022 to start in January. Additional meetings will be scheduled as needed to review the applications.

### *Meeting Minutes*

- R. Hammond requested board members review the July 9, 2021 Governing Board meeting minutes (approved by Minutes Subcommittee on August 4, 2021). M. McNally reminded that only voting members present at the last meeting can vote.
- R. Jain made a motion to approve the July meeting minutes. J. Currie provided the second and, upon roll call, the minutes were approved unanimously.

### *Research Advisory Committee (RAC) Orientation Sessions*

- M. Koller mentioned that due to the delay in DUA approval, orientation sessions, initially planned for November will occur in January. The plan is to schedule two identical sessions so that RAC members have a choice and the invitations will be sent in the next couple of weeks. One session will be recorded and the recording will be shared with the members. Sessions will focus on review requirements and work flow.
- J. Cantor said that all Board members are invited to attend the orientation session. R. Hammond and R. Jain shared their interest for joining the session.

## **Discussion**

### *Memorial Pilot Projects*

- R. Hammond mentioned that iPHD will be funding four pilot projects (up to \$40,000 each). She said that to recognize two colleagues we lost last year, Colette Lamothe-Galette (DOH colleague and a public health champion) and Ranjana Madhusudhan (Designee for the State Treasurer on the iPHD Governing Board, Chief Economist, NJ Department of the Treasury), iPHD will be dedicating two pilot projects in their name. She asked for recommendations for the memorial pilot projects.
- R. Jain said that to demonstrate proof of concept with the pilots, we should focus on “low hanging fruit” that demonstrate quick success. She added that agencies should start discussions about readiness of initial datasets coming to the iPHD to get an estimate of data prep time.

- J. Currie agreed and suggested the topic of looking at the increase in ED use for substance use and mental health because of the pandemic or lack of health care access due to other reasons.
- M. Koller said that Colette was deeply passionate about improving maternal health and reducing disparities. She reminded the group that the strategy is to release an RFP with the focus on the approved research priorities. Once the proposals are reviewed, the Governing Board will then decide which projects would be most appropriate to memorialize Ranjana and Colette.
- J. Cantor said that he liked the idea. Board members will review the applications and select applications at that time in memory of Colette and Ranjana.
- J. Currie suggested to notify agencies when the RFP is released. This will also serve as a means of advertising as well.
- M. Koller said that we will mention the memorial pilot projects in the Research Consortium too and also inform Colette's and Ranjana's families.

### *Policy Documents*

- R. Hammond mentioned that additional time is required for the legal experts on the Governing Board to review the legal citations referenced in the Data Use and Access and Acceptable Use Guidelines. We will defer the discussion and approval of the documents until the November meeting.

### *Fee Schedule*

- J. Cantor provided an overview of the draft iPHD Fee Schedule. He said that CSHP has started working with RU Cost Accounting and the fee varies with the type of datasets and the number of years of linkage. Key highlights of the proposed Fee Schedule included:
  - Derived using methods consistent with NIH "Core Facilities" guidance
  - No application fee
  - Fee schedule developed based on projected number and types of approved projects. Fee will vary by dataset complexity, number of datasets linked, and number of years of data
  - Projections updated annually to break even
- J. Cantor said that iPHD will follow strict oversight and reporting requirements including annual reporting to the Board. The iPHD will use the calendar year as operational year and the assumptions and fees will be updated every year based on the number of applications received and available funding. The assumption is that the Governing Board will approve 12 "data only" (i.e., no funding) projects in

year 1. This estimate is based on the experience with other federal proposal mechanisms.

- J. Cantor mentioned that in initial years of the iPHD, some researchers may not have funding to purchase datasets. He anticipates that as the iPHD matures, researchers will have the ability to include data costs in their proposals. Additional projects will help reduce the costs in the Fee Schedule.
- J. Currie said that the underlying proposal assumptions that inform the Fee Schedule are very well thought out.
- R. Jain said that she agreed with the recommendation to waive the requirement of 37% for indirect costs for all NJ researchers.
- M. Koller said that iPHD will be funded with a combination of support from DOH as well as fees generated from the submitted proposals. Adjustments were made to make it viable, attractive and affordable for researchers.
- J. Cantor said that rates will be very competitive and the supplemental funding from DOH will be used to subsidize next year's fees.
- M. Koller said that the Fee Schedule will be shared at the November meeting for approval.

**R. Hammond asked if anyone would like to make a public comment. There were no comments and the open session of the Governing Board meeting was adjourned to executive session at 2:07 pm.**

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

Executive session was concluded at 2:30 pm with an immediate vote taken to adjourn the meeting.

- G. Woods made a motion to adjourn.
- J. Currie offered a second.
- Unanimous vote to adjourn the meeting.