

**Integrated Population Health Data (iPHD) Project
Governing Board (GB) Meeting Minutes
November 22, 2024**

1:00 PM-2:30 PM EST

iPHD Governing Board meeting convened in compliance with the New Jersey Open Public Meetings Act and all participants attended the meeting virtually.

Board Members Present:

Rachel Hammond (Chair and Designee for the Commissioner of Health Data Privacy Officer, NJ Department of Health), 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), 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), Elizabeth Litten (Appointed- Legal & Privacy Expert, Partner and Chief Privacy & HIPAA Compliance Officer, Fox Rothschild LLP), and Michele Norin (Ex officio, Senior Vice President & Chief Information Officer- Rutgers University)

Attendees:

Margaret Koller (Rutgers Center for State Health Policy), Elizabeth Tingley (NJ Office of the Attorney General), Suzanne Borys (NJ Department of Human Services), Kara Unal (NJ Department of Health), Bretta Jacquemin (NJ Department of Health), Yong Sung Lee (NJ Department of Health), Michael Toto (NJ Department of Health), Geeta Real (NJ Department of Health), Domenica Cevallos (NJ Department of Health), Teresa Snyder (NJ Department of Health), Bretta Jacquemin (NJ Department of Health), Suzanne Borys, (NJ Division of Mental Health and Addiction Services), Jose Nova (Rutgers Center for State Health Policy), Kate Scotto (Rutgers Center for State Health Policy), Jolene Chou (Rutgers Center for State Health Policy), Joshua Lue (Rutgers Center for State Health Policy), Oliver Lontok (Rutgers Center for State Health Policy), Joe Brecht (Rutgers

Center for State Health Policy), Katherine Kovacs (Rutgers Center for State Health Policy), Mary Marsan (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 1:02 pm with a quorum present.
- R. Hammond acknowledged that the meeting was held in compliance with the New Jersey Open Public Meetings Act. Notices were published in the Newark Star Ledger and posted on relevant websites with registration and login instructions.
- R. Hammond recognized the 25th anniversary of the Rutgers Center for State Health Policy (CSHP), highlighting its significant contributions to public health policy and the operational success of the iPHD project. She commended the CSHP for its excellence in applied research and support for initiatives like the iPHD Governing Board and projects for the Departments of Health and Human Services.

General Updates/Actions

Meeting Minutes

- R. Hammond requested Board members review and approve the October 18, 2024, Governing Board meeting minutes.
- E. Litten made a motion to approve the October meeting minutes. M. Norin provided the second and, upon roll call, the minutes were approved unanimously

Strategic Review and Survey Insights

- M. Koller provided a brief update on the ongoing strategic review process initiated at the October meeting. Highlights included:
 - a. Completion of surveys targeting data applicants to understand process barriers and opportunities for improvement.
 - b. Engagement with governing board members and external stakeholders for feedback through selective interviews.
 - c. Initial findings indicating opportunities to enhance the efficiency of data release workflows while maintaining rigorous standards.

Preliminary Findings

- a. Surveys were distributed to over 40 participants, achieving a reasonable response rate.

- b. Feedback highlighted areas for streamlining application processing and improving clarity in guidelines.
- c. Comparative insights from other integrated data systems nationwide suggest scalability and sustainability strategies tailored to New Jersey's context.
- d. Phase 1 findings will be formally presented at the January 2025 Board meeting.

Discussion

Discussion of Conditional Approvals

- R. Hammond introduced a discussion on the potential adoption of "conditional approvals" for data release. Board members debated whether this approach aligns with existing statutory guidelines and if it could expedite decisions without compromising scientific rigor.
- R. Jain and K. Noonan emphasized that conditional approvals must retain transparency and fairness while addressing identified methodological gaps. The Board resolved to revisit this matter during strategic planning discussions in January.

Review of Applications: Cycle 4

- Recusals by J.Cantor, E.Litten, M.Norin
- K. Noonan presented the subcommittee's recommendations for Cycle 4 applications:
 1. Application 401: Recommended for data release. The Board debated the feasibility of conditional approvals and decided to approve the application provide detailed feedback to the applicant to address methodological issues in keeping with previously established process. K. Noonan noted the applicant's strong institutional support as a positive factor.
 2. Applications 402, 403, 404, 405: Unanimously recommended for data release. These proposals addressed maternal health, infant mortality, and housing-related health outcomes, aligning with iPHD's mission to enhance population health and equity. R. Jain highlighted the innovative approaches in the methodologies, while E. Litten praised the comprehensive analytics plans.
 3. Application 406: Recommended for denial due to insufficient alignment with research priorities and weak methodological foundations. The Board encouraged refinement and resubmission with specific guidance. G.Woods emphasized the need for a clearer rationale in future reviews.
 4. The Board discussed whether applicants leveraging existing data or projects should undergo the same rigorous review as new applicants. M. Koller suggested that strategic planning in January should include tailored review protocols for returning applicants.

- Prior to voting on the applications, R.Hammond called for public comment .

Proposal information		Motion	Second	Voting to Data Release		
Title	PI/Institution			Yes	No	Recused
Reducing Disparities for Children in Rural Emergency Resuscitation (RESCU-ER)	Jeanne-Marie Guise, MD, MPH, MBA Beth Israel Deaconess Medical Center	K. Noonan	R. Jain	R. Hammond F. Baker G. Woods K. Noonan R. Jain	0	E. Litten M. Norin
Pilot Data Linkage for the NJ Population Health Cohort (NJHealth) Study	Mara G. Sheftel, PhD Rutgers University Institute for Health, Health Policy and Aging Research/Center for State Health Policy					
Perinatal Depression and Infant Mortality	Slawa Rokicki, PhD Rutgers School of Public Health					
Integrating EMS and Prison Release Data with Hospital, Mortality, and Geographic Data to Identify Opioid Overdose Patterns Across Settings in New Jersey Communities	Stephen Crystal, PhD Center for Health Services Research, Institute for Health, Health Care Policy and Aging Research, Rutgers University					
Neighborhood Evictions and Maternal and Infant Outcomes in New Jersey	Mark McGovern, PhD Co-PI: Dan Treglia, PhD Rutgers School of Public Health (McGovern)/Rutgers Center for State Health Policy (Treglia)					
Examining the Disparity in Accessibility to Mental Health Treatments	Xin Ding, PhD Co-PI(s): Benjamin Melamed, PhD Alok Baveja, PhD Rutgers Business School	K. Noonan	R. Jain	0	R. Hammond F. Baker G. Woods K. Noonan R. Jain	E. Litten M. Norin

Next Steps and Adjournment

- The Board confirmed its next meeting date for January 2025 to address:
 1. Strategic planning outcomes.

2. Revised criteria for data release processes.
3. A comprehensive review of feedback from the strategic review initiative.

R. Hammond indicated that the executive session is not needed. 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 at 2:28 pm.

- G. Wood made a motion to adjourn the open session of the meeting.
- R. Jain offered a second.
- Unanimous vote to adjourn the meeting.