

HIT Steering Committee

Facilitator: Lynette Dickson

Note taker:

Attendees:

Present

**denotes appointed Steering Committee member*

- *Lynette Dickson, Center for Rural Health
- *Lisa Feldner, ND State CIO
- *Doug Kjos, ND Health Care Review
- *Ray Gruby, Gruby Technologies
- *Kimber Wraalstad, Presentation Medical Center
- *Janis Cheney, AARP
- *Jenny Witham, Dept of Human Services
- *Chip Thomas, ND Health Care Association
- Tim Blasl, NDHA
- Dean Haas, ND Medical Association
- Art Bakke, ITD/Information Security
- Jeff Swank, ITD
- Nancy Walz, ITD
- Tami Wahl, Governor's Office

Called in – not able to attend

- *Laurie Peters, ND Health Information Management Association
- *Barb Groutt, ND Health Care Review, Inc.
- *Chad Peterson, Northwood Deaconess Health Center
- *Dana Halvorson, Senator Conrad's Office

Not Present

- *Nancy Willis, St. Alexius
- *Craig Hewitt, Meritcare
- *Terry Dwelle, Department of Health
- *Mark Grove, Great Plains Clinic
- *Cathy Houle, MD West River Health System
- *Darrell Vanyo, Blue Cross Blue Shield
- Kylie Nissen, Center for Rural Health
- Darrin Meschke, Department of Health

Minutes

Agenda Item: Review Position Description – HIT Director

Discussion: A DRAFT position description was developed using examples from Montana and Minnesota. The first Draft was sent to a small group of Committee members for input, and then sent to Committee members.

Extensive discussion took place; clarification was provided and recommendations were made which will be incorporated in DRAFT 3.

The HIT Director will be hired by the Advisory Committee and work under the direction of the Committee; which will consist of the Governor, State Health Officer, State CIO, Exec. Director DHS or designee of each and other appointees.

ITD will provide administrative staff support and budget/finance support.

Advisory Committee will be responsible for performance evaluation of Director; determine compensation adjustments. HIT Director will report to the Advisory Committee.

In general, HIT Director will work collaboratively with the Committee to establish HIT office; establish loan and HIE fund; pursue funding opportunities for the state; coordinate/facilitate meetings; coordinate HIT/HIE resources for the healthcare facilities. For more detail see Position Description.

Question: Won't the Director be assisting with vendor selection/ price negotiation?

Comments: There could be legal problems if the Director/State were to make vendor recommendations. In past conversations, the Committee did not intend for the Director to do this. Through collaboration, education and sharing lessons learned from peers, facilities can learn how to best negotiate price, what questions should be asked, etc.

The HIT Director will not be responsible for negotiating prices with vendors for health care entities. Facilities should use lessons learned from peers who have already purchased technology and will be encouraged to work collaboratively to negotiate 'best prices' for technology systems.

Once the Budget is developed the salary will be determined so ND can be competitive, (approx. \$85,000-\$90,000) making sure that the position description matches the amount available for salary/benefits. This is an unclassified position.

While this position will need health care and technical knowledge and experience, it is also critical that the person hired possess very good interpersonal and communication skills in order to provide leadership and work with multi-stakeholders within and outside of the state.

Task:

- 1) Nancy Walz (ITD) will revise the Minimum/desired qualifications to meet State position description format. and get clarification on questions raised about any additional costs for the HIT office within ITD.
- 2) Chip will email Lynette salary survey.

Agenda Item: HIT Advisory Committee

Discussion:

Recommendations for the Advisory Committee: Dr. Dwelle, Lisa Feldner, Lynette Dickson and Nancy Willis will meet to June 8th to discuss the process for moving forward with establishing the Advisory Committee.

Those remaining on the call were asked for their recommendations for the Advisory Committee.

Recommendations from the May conference call will also be forwarded to Dr. Dwelle and Lisa Feldner.

The discussion on the HIT Director put us way over the regular 1 hour call, so only a few remained on the call.

For any members who had to leave the call before this was discussed and have not previously shared your ideas, please forward your recommendations to Lynette ASAP.

Janis Cheney (AARP) – realizing that she doesn't contribute to the technical side of things, she would like see AARP included going forward in order to engage, inform and educate consumers on how HIT can be used to improve their health and health care services.

Dean Haas (NDMA) – No particular recommendations were made, but Dean will take suggestions to Bruce Levi. It was discussed that a rural and urban physician would be good to have on the committee, however only if an appointee is able to participate on a regular basis. Another way to engage providers is through a Clinical Work Group, which other states and has been discussed in the past.

Dr. Cathy Houle mentioned in April that she would be willing to work with Bruce to establish this work group.

Kimber Wraalstad – Recommends having additional hospital CEOs, who are the 'decision makers' in health care facilities.

No additional recommendations were made.

Key point, any persons appointed MUST commit to actively participate on calls and in-person meetings and be willing to do the work needed so the state is ready to compete for the federal grant opportunities.

Also, it is important to note that the HIT Director and Advisory Committee will be supported by the work of the Stakeholder work groups.

Agenda Item: HIE Work Group Planning Meeting

Discussion:

Co-Chairs or HIE work group, Craig Hewitt and Chad Peterson, were not on the call. No information available.

Concern was raised with regard to the need to get started because the federal grant will require a plan and we need to be prepared.

Task: Lynette will contact them.

Agenda Item: Other

Discussion:

Budget for the \$350,000 appropriated dollars.

Task: Lynette will work with ITD to develop a DRAFT budget so we have a better idea of how much is available for the salary/benefits, Advisory Committee support, etc.

Next Conference Call

Thursday, June 9, 2009

3:00 – 4:00 pm CST
