GeHC - Meeting Agenda

September 29, 2011

TakeCare Conference Room, 3rd Floor Baltej Building, Tamuning

5:30 PM

Convene Meeting

5:35 PM

Introductions and Expectations

5:45 PM

Review and discuss the Business and Finance Team Meeting

6:00 PM

Review and discuss the Technical Architecture Team Meeting

6:15 PM

Review and discuss the Legal and Policy Team Meeting

6:30 PM

Review and discuss the Consumer and Provider Adoption Team Meeting

6:45 PM

Discussion on the GeHC structure

• Charter (See below)

• Membership

• Leadership

7:15 PM

Next Steps

• Action Items

• Timeline

• Other Issues

7:30 PM

Adjourn

Thank you to all who have participated in the Workgroup meetings so far. Workgroup meetings to be conducted till Thursday from 1-4PM at the Governor's Complex, Adelup, Large Conference Room. Please feel free to attend!

Thank you, once again, to TakeCare, who has graciously offered use of their facility for the upcoming GeHC meeting!

Warm Regards,
Ed C. Cruz / HIT Coordinator

GeHC Charter:

GeHC is the leadership organization for Health Information Exchange in Guam. GeHC will define expectations, roles and responsibilities, decision-making processes as well as accountability for the Guam e-Health Initiative (GeHIE). Good governance is key to the success of the GeHIE. Defining the vision and mission and making sure the interests of all stakeholders are represented in the key policy and strategic decision making of the organization is critical. The Governing Board also provides the overarching framework for operational considerations and supports the management and staff by defining clear objectives and parameters for GeHIE.

Primary Work Activities

• Identify, recruit and enroll the GeHC Board of Directors

• Create the GeHC vision and mission
• Develop the operating principles
• Determine and approve the governance model
• Draft and obtain approval for the Business Associate Agreements
• Develop the operating policies and procedures
• Define roles and responsibilities for the GeHC Board of Directors

Expected Outcomes

• Strong multi-stakeholder group in place committed to building the GeHIE
• Board of Directors approved
• Appropriate staff hired
• Vision, mission and principles approved
• Charter developed and decision-making protocol in place
• Internal operating policies written and adopted.
• Operational roles and responsibilities documented

Required Board Skills

Board members:
• Experience with board responsibilities and roles
• Ability to think creatively and expansively regarding vision and mission
• Working knowledge of government legal structures
• Ability to think in terms of mission, vision and values to help develop operating principles

Board Chair
• All of the above plus
• Understanding of the interrelationship and interdependencies between and among the Business Foundation, Privacy and Security, and Technical Architecture teams
• Comfortable with legal agreements and legal structure technicalities
• Willingness and ability to be an internally and externally visible representative of the project who can provide input to the Executive Steering Team on the identification of Board members
• Solid understanding of non-profit board development and functionality

Roles and Responsibilities

Team Chair
• Convene meetings

• Direct the work of the team
• Enable timely decisions
• Serve on the GeHC Operations Team

Team members
• Attend all meetings
• Provide expert advice on all matters
• Complete work assignments in a timely manner

Time Commitment

It is anticipated that the average time commitment for the Governance Team is approximately eight hours a month. This includes two hours for the monthly team meeting and six hours for completion of various assignments.

Guam Legislative Intent

1. The GeHC shall provide guidance and coordination of electronic health information exchange (GeHIE) and related efforts and promote engagement of health care providers, health care systems, and consumers among others;
2. The GeHC shall develop a plan to implement GeHIE considering ways to advance the adoption of electronic information technology, identifying opportunities for partnerships, and incorporating national standard setting organization recommendations for secure GeHIE;
3. The GeHC shall promote the public good by ensuring an equitable and ethical approach to GeHIE for the improvement of health care;
4. The GeHC shall encourage collaboration and facilitate a standardized approach to interoperable GeHIE in Guam and the region;
5. The GeHC shall recommend policy that will advance GeHIE in Guam while protecting the privacy and security of citizens' private health information;
6. The GeHC shall leverage existing GeHIE initiatives in Guam and proactively seek opportunities to utilize HIE for the betterment of Guam's health care system;
7. The GeHC shall consist of no more than 15 members appointed by the Governor. The GeHC shall be composed of the Agency Head or a representative from:

a. Department of Public Health & Social Services
b. Guam Memorial Hospital Authority
c. Department of Mental Health & Substance Abuse
d. Bureau of Information Technology
e. Guam Retirement Fund
f. Guam Medical Association/Society

g. Guam Nursing Association

h. Guam Pharmacists Association

i. Guam Legislature

j. Department of Administration

k. Bureau of Budget and Management Research

1. Health Insurance Company

m. Chamber of Commerce

n. Representative(s) identified by Collaborative

8. The GeHC shall meet regularly as determined by the GeHC and provide updates to the Lieutenant Governor, including an annual written report on plans, activities, accomplishments and recommendations for GeHIE in Guam;

9. The GeHC shall promote education and engagement among stakeholders to facilitate the successful implementation of eHIE;

10. The GeHC shall further public and private partnerships for the development of an island-wide GeHIE infrastructure; and

11. The GeHC shall encourage GeHIE initiatives to connect at the local, regional, and national level.

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