

**Minutes of the Health Information and Analysis Oversight Council
Meeting of September 22, 2015**

Council members present: Secretary Marylou Sudders, Executive Office of Health and Human Services (Chair); Ms. Laura Adams; Ms. Alicia Bandy; Ms. Fay Donohue; Mr. Bill Geary; Mr. Colin Hill; Secretary Kristen Lepore, Executive Office for Administration and Finance; Dr. Meredith Rosenthal; Executive Director David Seltz, Health Policy Commission; and Mr. John Turchi, designee of Commissioner Daniel Judson, Division of Insurance

Noting the presence of a quorum, Mr. Áron Boros, Executive Director of CHIA, called to order the meeting at 10:01 a.m.

I. WELCOME AND OATH OF OFFICE FOR COUNCIL MEMBERS

Mr. Boros welcomed members of the Health Information and Analysis Oversight Council (Council) to their inaugural meeting. After thanking them for their participation, he invited members to make brief introductions before turning to the other agenda items.

After introductions were complete, Mr. Boros offered for Council members still needing to take the oath of office as part of their appointment to be sworn in. Two commissioners to qualify public officers were on hand and administered the oath to Ms. Adams, all other appointed members indicating that they had previously been sworn in.

II. ELECTION OF OFFICERS [VOTE]

Mr. Boros explained that, under its enabling statute, the Council was required to annually elect a Chair and Vice Chair. He briefly outlined the voting process, including the requirement of six affirmative votes for a motion to pass. He then opened the floor for discussion. Secretary Sudders suggested that the Council vote to elect a Chair on an interim basis, and that the group form a nominating committee to allow for more discussion around the election of permanent officers. Other Council members concurred. Secretary Lepore made a motion to name Secretary Sudders as Interim Chair, which Mr. Seltz duly seconded. The Council unanimously voted to approve Secretary Sudders as Interim Chair.

Chair Sudders then asked for a motion to form a nominating committee for the purpose of identifying a permanent Chair and Vice Chair. Mr. Geary made a motion to form such a committee. Dr. Rosenthal duly seconded the motion. The Council then unanimously voted to approve the formation of a nomination committee. After a discussion among members, the Council agreed that the committee would consist of Chair Sudders, Ms. Adams, and Mr. Geary.

Mr. Boros requested that the Council consider a vote to name him as Secretary to the Health Information and Analysis Oversight Council, authorizing him and his staff to assume responsibility for producing meeting minutes, as well as posting public meeting notices and maintaining records of the Council's work in accordance with the open meeting law. After a motion made by Mr. Geary and duly seconded by Ms. Donohue, the Council voted unanimously to name Mr. Boros as Secretary.

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III. LEGAL OBLIGATIONS AS COUNCIL MEMBERS

Chair Sudders outlined the differences between a public body and the corporate board structure several of the Council members were likely familiar with. She stressed the importance of adhering to their obligations as members of a public entity.

Ms. Amy Nable, Director of the Division of Open Government at the Massachusetts Attorney General's Office, led Council members through a presentation on the requirements under the Commonwealth's open meeting law, including posting public meeting notices for all meetings of the Council and any of its committees, record keeping, and rules around entering into executive session. A brief discussion ensued.

Ms. Nancy Maroney, Deputy General Counsel for CHIA, gave a presentation on the state's public records requirements, including defining public records, records retention rules, and obligations to respond to public records requests in a timely manner. Following her presentation, Ms. Maroney provided an overview of the state conflict of interest law, which governs the actions of Council members as special state employees. She explained the law's purpose, the requirements that Council members must complete within 30 days of appointment and thereafter annually (sign a form acknowledging receipt and review of a summary of the law) and biannually (complete an online training), and the consequences for violating the law, which include civil and criminal penalties. As part of her presentation to the Council, Ms. Maroney explained the role of the State Ethics Commission in interpreting and enforcing the conflict of interest and financial disclosure laws. Ms. Maroney encouraged Council members who were concerned that any potential action might violate the conflict of interest law contact the Ethics Commission for free, confidential advice. A brief discussion ensued.

IV. CHIA 101 OVERVIEW

Chair Sudders reminded members of the Council's purview under its enabling statute. A brief discussion followed. She asked that Council members keep these provisions in mind as Mr. Boros presented on the work of CHIA.

Mr. Boros began by expressing his excitement at the formation of the Oversight Council and described the ways in which the group would further the agency's mission by setting analytic and research priorities and helping shape CHIA's investments. He presented to the group a brief overview of CHIA's history and strategic plan, followed by a review of the statutory role of the Council.

The group paused to allow for questions from the Council throughout the presentation. Mr. Geary inquired as to how the Council could be of most assistance. Mr. Boros responded that he hoped the Council would help prioritize the use of resources and data assets. He encouraged members to feel a shared sense of responsibility for the success of the agency. Mr. Hill requested that Mr. Boros share some of the agency's successes and challenges. Mr. Boros pointed to the following successes: The first was CHIA's ability to establish its role within the ecosystem of state agencies devoted to health care. The second was CHIA's role in supporting the Massachusetts Health Connector's Risk Adjustment program by providing data from the MA All

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Payer Claims Database. With regard to the challenges, Mr. Boros discussed the unwieldy nature of working with complex, multi-payer data and several of the issues CHIA had to overcome as a new agency, particularly infrastructure upgrades necessary to bring legacy systems up to spec in order to meet its obligation as the keeper of several large health care databases. Chair Sudders stated that CHIA's role as a steward of health care data would be of particular importance as the Baker Administration looks to promote health care cost transparency.

V. FISCAL YEAR 2017 BUDGET [VOTE]

Mr. Boros began by presenting Council members with an overview of CHIA's current Fiscal Year budget (FY16), its sources and its uses. He briefly oriented members to the state budget process, which, he described, begins with agencies submitting their budget requests to the Executive Office for Administration and Finance in the fall and concludes with a final budget being signed in July. Mr. Boros explained that, in light of CHIA's obligation to file a budget request with Administration and Finance before the Council was scheduled to meet again, he was requesting that the group vote to authorize him to submit such a request. He then led the Council through a discussion of the year-over-year budgetary changes, which included an overall 1.87 percent increase.

Ms. Adams asked about the appropriate opportunity for the Council to influence CHIA's strategic priorities. Mr. Boros responded that the Council's enabling statute provided at least two opportunities to do so: establishing CHIA's research priorities and guidelines for managing data assets. Mr. Seltz stated that the Council's role in establishing strategic priorities would be key, and that the ongoing nature of many of CHIA's research projects presented the opportunity for continual improvement and refinement. Mr. Seltz added that the budget should clearly support these strategic priorities. Ms. Donohue commented that the Council should develop a framework for decision-making, so far as it pertains to establishing priorities for CHIA.

Secretary Lepore explained that she was uncomfortable voting to authorize the Executive Director to submit its FY17 budget request without additional details and more time to review the proposal. Chair Sudders recommended creating an administration and finance committee to further review CHIA's FY17 budget proposal. Mr. Seltz offered his support for establishing such a committee. He then asked whether the committee would be authorized to approve the budget submission on behalf of the Council or whether the committee would be required to report back to the group for a vote. Chair Sudders and Mr. Hill indicated that they both supported allowing the committee to act on behalf of the Council with regard to CHIA's FY17 budget proposal.

Chair Sudders asked for a motion to establish an administration and finance committee, which Mr. Seltz made and Secretary Lepore duly seconded. The motion was then unanimously approved by the Council. Chair Sudders requested a second motion, authorizing the administration and finance committee to approve CHIA's budget submission to the Executive Office for Administration and Finance. Mr. Seltz made the motion. Dr. Rosenthal duly seconded the motion. The Council unanimously voted in favor of the motion. In the interest of time, Chair Sudders said that she would contact members of the Council to gauge their interest in serving on the committee.

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The Council resumed a discussion of CHIA's FY17 budget proposal. Secretary Lepore inquired about the language in the Oversight Council's enabling statute regarding the Betsy Lehman Center's budget. Mr. Boros said the statute is silent on the Betsy Lehman Center's budget, but, practically, the center is dependent on CHIA's operating budget for its funding. He added that CHIA had accounted for this in preparing its budget submission. Mr. Seltz pointed out that while the budgetary increase between FY16 and FY17 was low, he was interested in understanding more about the large portion of the agency's budget dedicated to IT as well as mapping the spending plan against CHIA's strategic plan. Ms. Adams agreed, adding that she would like to understand the value of this spending. Mr. Hill requested additional information on how payroll was divided between core functions. Mr. Boros acknowledged these requests and agreed to provide additional details to the administration and finance committee before their first meeting.

VI. CLOSING

There being no other business to conduct, the meeting adjourned at 11:52 a.m.