2010-11-22 TSC Call Minutes

From HL7 TSC

Contents

TSC Agenda/Minutes

Meeting Info/Attendees

HL7 TSC Meeting Minutes Location: Dial 770-657-9270 and enter pass code 124466#		Date: 2010-11-22 Time: 11 am EST	
Facilitator: Charlie McCay		**Note taker(s)**: Lynn Laakso	
Attendee	**Name**	**Affiliation**	
x	Calvin Beebe	HL7 SSD SD Co-Chair	
x	Woody Beeler	HL7 FTSD Co-Chair	
x	Bob Dolin	HL7 Board Chair	
	Tony Julian	invited guest, HL7 FTSD	
x	Austin Kreisler	HL7 DESD Co-Chair	
x	Lynn Laakso	HL7 staff support	
?	Patrick Loyd	invited guest, HL7 T3SD	
regrets	Ken McCaslin	HL7 TSS SD Co-Chair	
x	Charlie McCay (chair)	HL7 TSC Chair, Affiliate Representative	
regrets	Charlie Mead	HL7 ArB Chair	
x	Ravi Natarajan	HL7 Affiliate Representative	
	Ron Parker	HL7 ArB Alternate	

x	John Quinn	HL7 CTO
x	Gregg Seppala	HL7 SSD SD Co-Chair
x (1st half)	Helen Stevens	HL7 TSS SD Co-Chair
	Ed Tripp	HL7 DESD Co-Chair
x	D. Mead Walker	HL7 FTSD Co-Chair
?	Jay Zimmerman	Ad-Hoc member
x	Michelle Williamson	PHER WG, co-chair, PHER on PH FP project
x	Hetty Khan	PHER WG, Guest, PH FP project
x	Pat VanDyke	EHR WG, guest, ENCPRS project

Quorum Requirements (Chair +5 with 2 SD Reps) Met: yes

Agenda

Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - Charlie McCay
3. Approve Minutes of 2010-11-15_TSC Call Agenda
4. TSC Chair Transition planning update
5. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
   - WGM follow up - Review our SWOT (http://hl7tsc.org/wiki/index.php?title=TSC_SWOT) (before the January WGM).
6. HL7 Chair or CEO Report – if available
7. CTO Report - John Quinn
8. ArB Report – Charlie Mead/Ron Parker
9. Affiliates Report – Ravi Natarajan/ Charlie McCay
10. Domain Experts Report– Austin Kreisler/Ed Tripp
11. Foundation & Technology Report– Woody Beeler/Mead Walker
12. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala
    - Comment from HQ: EHR S FM R1 ISO Ballot (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=480) outstanding negatives that must be resolved to keep in sync with ISO publication over 12 months ago. What is the plan for resolving old projects in addition to taking on new projects?
    - **Motion:** Approve Project Scope Statement (http://gforge.hl7.org/gf/download/trackeritem/1727/7798/20101114HL7ADAProjectSco for EHR - Electronic Nutrition Care Process Record System (ENCPRS) Functional Profile, at TSC Tracker # 1727 (http://gforge.hl7.org/gf/project/tsc/tracker/?

action=TrackerItemEdit&tracker_item_id=1727&start=0) , Project Insight # 706 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=706)

- **Motion:** Approve new DSTU ballot and ballot document name: *HL7 EHR-System Electronic Nutrition Care Process Record System (ENCPRS) Functional Profile, Release 1* (1st DSTU Ballot), for EHR – Project Insight ID 706, Unique Ballot ID: EHRS_ENCPRSFP_R1_D1_2011JAN

13. Technical & Support Services Report- Helen Stevens
14. Membership Comments on Steering Division Reports
15. WGM Planning - agenda setting for January and May WGM (6 weeks to go!)
    - 31 registered so far.
    - Working Group preparations - agendas (http://wiki.hl7.org/index.php?title=WGM_information)
16. Organizational Relations Committee update (semiweekly (http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112)) - Helen Stevens
17. Discussion Topics:
    - **Motion:** During the WGM's recognize our "healthiest" work groups. Using our work group health metrics, identify the healthiest work groups and provide them public recognition of their health during one of the morning general sessions. The metrics to be considered for this should be limited to those metrics that are applied uniformly across all work groups. Not all metrics are being used for all work groups. In particular, the metric for balloting content does not apply to any of the work groups in T3SD, so for the purpose of this recognition should not be used. Work groups with "perfect" scores according to this limited set of metrics should be recognized.
    - Open Issues List (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313)

Supporting Documents

- http://gforge.hl7.org/gf/download/trackeritem/1727/7798/20101114HL7ADAProjectScopeStat

Minutes

Minutes/Conclusions Reached:

1. Introduction of visitors (including declaration of interests), Hetty Khan and Michelle Williamson, PHER, PH FP.
2. Agenda review and approval - Charlie McCay
    - Bring forward PHER PH FP?; Lynn noted it's actually on the agenda for the 29th.
    - Agenda accepted
3. Discussed PH FP. Michelle and Hetty will come back next week.
4. Approve Minutes of 2010-11-15_TSC Call Agenda – Ravi just joins. Helen abstains. Passes 5/0/1

5. TSC Chair Transition planning update
   - Charlie sent a description to the list. No further updates, nominations still open another week. Ravi asks if this goes to the affiliates or strictly internal? This is internal. Helen suggests John chair the next few meetings to reach January with the new incoming members. Existing members even if their term ends in 2010 could be elected as TSC chair and their term if they were otherwise 'rolling off' would be extended through 2012. Helen further recommends if a Steering Division chair is selected that another Steering Division representative be selected to assist with the workload. Charlie reiterated the need for a chair election prior to the January meeting to have a new chair able to take the reins for the Sydney meeting.
6. Pat VanDyke joins.
   - **Motion:** Approve Project Scope Statement (http://gforge.hl7.org/gf/download/trackeritem/1727/7798/20101114HL7ADAProjectSco for EHR - Electronic Nutrition Care Process Record System (ENCPRS) Functional Profile, at TSC Tracker # 1727 (http://gforge.hl7.org/gf/project/tsc/tracker/? action=TrackerItemEdit&tracker_item_id=1727&start=0) , Project Insight # 706 (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm? action=edit&ProjectNumber=706)
   - **Motion:** Approve new DSTU ballot and ballot document name: *HL7 EHR-System Electronic Nutrition Care Process Record System (ENCPRS) Functional Profile, Release 1* (1st DSTU Ballot), for EHR – Project Insight ID 706, Unique Ballot ID: EHRS_ENCPRSFP_R1_D1_2011JAN
     - Gregg describes discussion with Work Group on language regarding terminology. WG made updates and they still would like to make the January ballot. Pat notes that it is Universal Realm with International dietetic associations.
     - Pat describes the issue that SSD SD had with inclusion of the IDNT. Structured Documents felt if they rewrote the sentence to explicitly define IDNT within the scope describing the functional model design. Pull it from the scope statement but not from the project. Helen asks if the Vocab group expressed concerns on this. The scope statement has been streamlined and she doesn't know if they've seen it. Austin notes that it's being rushed through and other Steering Divisions and Work Groups have not had adequate time to review. Don Lloyd told Austin we could review this again on the 29th and still open within a day of the other ballots. Helen suggests we approve it subject to EHR receiving approval from Vocab. Woody notes you just need to note that it is not the intent to require only the one set of terminology, but to use a set of terminology on which to base your development there should be no objection from Vocab. The functions defined in the ENCPRS FP should not say that 'you MUST use the IDNT'. Helen says they're collaborating with LOINC and SNOMED, using an international vocabulary. Austin asks if we can defer one week to give all the Work Groups the week they usually get to review, and still allow them to ballot this cycle.
     - Charlie suggests we approve subject to no objections raised in the remainder of the typical five days' review time. If concerns are raised then we can review again next Monday. Helen departs the call. Woody so moves. Gregg seconds.
     - **Amended Motion:** approve the project and DSTU ballot with that statement removed, subject to the condition that no objections are raised in the remainder

of the review period; with further review next Monday Nov 29th in the event of issues raised.
- **Vote:** unanimously approved.
- Pat will remove the contended language of the scope statement. Lynn will circulate to the cochairs.

7. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/? action=TrackerItemBrowse&tracker_id=494) –
   - WGM follow up - Review our SWOT (http://hl7tsc.org/wiki/index.php?title=TSC_SWOT) (before the January WGM). Deferred.
8. HL7 Chair – Bob has no report
9. CTO Report - John Quinn – been busy regarding getting a new chair.
10. ArB Report – no report
11. Affiliates Report – Ravi Natarajan has no updates
12. Domain Experts Report– Austin Kreisler no updates
13. Foundation & Technology Report– Woody Beeler reported they met, approved an InM charter.
14. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala
    - Comment from HQ: EHR S FM R1 ISO Ballot (http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm? action=edit&ProjectNumber=480) outstanding negatives that must be resolved to keep in sync with ISO publication over 12 months ago. What is the plan for resolving old projects in addition to taking on new projects? Calvin (and Gregg) will take it back to the Steering Division to see if they've updated their current work plan.
15. Technical & Support Services Report- Helen Stevens was no longer available
16. WGM Planning - agenda setting for January and May WGM (6 weeks to go!)
    - 31 registered so far. Woody thought he registered a month ago. Lynn will check with HQ to clarify those that have made hotel reservations and whether they've made the meeting registration also, as registration only opened last week.
    - Initial agenda at 2011-01-08 TSC WGM Agenda reviewed. More work needed on the Q4 and Sunday topics.
    - Working Group preparations - agendas (http://wiki.hl7.org/index.php? title=WGM_information)
17. Discussion Topics:
    - **Motion:** During the WGMs recognize our "healthiest" work groups. Using our work group health metrics, identify the healthiest work groups and provide them public recognition of their health during one of the morning general sessions. The metrics to be considered for this should be limited to those metrics that are applied uniformly across all work groups. Not all metrics are being used for all work groups. In particular, the metric for balloting content does not apply to any of the work groups in T3SD, so for the purpose of this recognition should not be used. Work groups with "perfect" scores according to this limited set of metrics should be recognized.
      - May be too late to do this for Sydney but Austin proposes we do it for the May WGM. Must identify the sub-set of metrics to determine what the healthiest WGs are. Don't use Ballot Presence for "healthiest WG" award. Will be adding DMPs after January. We'll be reviewing all the WGH metrics suggestions in September again. Calvin seconds the motion.

■ Helen rejoins.
- **Vote:** unanimously approved.

Adjourned 12:00 PM EST

Next Steps

Actions *(Include Owner, Action Item, and due date)*

- Lynn will remove the contended language of the ENCPRS scope statement and re-circulate to the cochairs.
- Calvin will take HQ's concerns on Work Groups' accepting new work with outstanding work (EHR S FM R1 outstanding negative reconciliation) back to the Steering Division to see if they've updated their current work plan.

Next Meeting/Preliminary Agenda Items

- TSC Chair Transition planning update
- . WGM follow up - Review our SWOT (http://hl7tsc.org/wiki/index.php?title=TSC_SWOT) (before the January WGM).

Retrieved from "http://hl7t3f.org/wiki/index.php?title=2010-11-22_TSC_Call_Minutes"
Category: 2010 TSC Minutes

- This page was last modified on November 22, 2010, at 17:38.