

2021-05-03 Meeting Agenda

Present	Name	Affiliation
X	Walter Suarez	HL7 Chair
X	Andrew Truscott	HL7 Chair elect (vice chair)
X	Floyd Eisenberg	Treasurer
X	Virginia Lorenzi	Secretary
X	Ed Hammond	Chair emeritus
	Karen De Salvo	Appointed Director
X	Lori Evans Bernstein	Appointed Director
X	Lenel James	HL7 Director
	Peter Jordan	Affiliate Director
X	Diego Kaminker	Affiliate Director
X	Austin Kreisler	TSC Chair
	Janet Marchibroda	HL7 Director
X	Viet Nguyen	HL7 Director
X	Carolyn Petersen	Appointed Director
X	Julia Skapik	HL7 Director
X	Chuck Jaffe	CEO
X	Wayne Kubick	CTO
X	Mark McDougall	Executive Director
X	Karen Van Hentenryck	Assoc. Executive Director

Agenda Topics

Time	Agenda Item	Meeting Minutes from Discussion
12:00 - 12:03 PM ET	Roll call/agenda review - Walter	Walter called the meeting to order at 12:03 PM ET

Time	Agenda Item	Meeting Minutes from Discussion
12:03 - 12:05 PM ET	Approval of Minutes from April 5 call	<u>MOTION</u> by Floyd to approve the minutes; seconded by Diego. The motion carried unanimously.
12:05 - 12:10 PM ET	Chair's report - Walter	Walter reported on the Re-envisioning strategy. The project continues to move forward through the task group efforts. We have an Oversight Committee that meets every other Friday to provide oversight to the task groups. The groups are moving at different speeds. Some are done with their work, others are still months away. We've scheduled a member forum for this week on Tuesday at 11 am ET. Unfortunately, we probably should have scheduled this for 4 pm ET as that seems to be the best time for all. In addition, we're working on a change management RFP to hire a change management consultant. We probably not ready at this time, but are working on that and will report on this at the next Board call.

Time	Agenda Item	Meeting Minutes from Discussion
12:10 - 12:15 PM ET	CEO report - Chuck	<p>Chuck report on the following:</p> <ul style="list-style-type: none"> • Vaccine Certification Initiative (VCI) - We re now one of 150 organizations that support this initiative. The framework has been largely hammered out and they are doing beta testing at various sites. Projected delivery date of IG and related artifacts later this month. • Emerging HL& FHIR Accelerators - Including public health/population health; Clinicians/professional societies; patient advocates/patient empowerment.

Time	Agenda Item	Meeting Minutes from Discussion
12:15 - 12:20 PM ET	CTO report - Wayne	<p>Wayne report on the following:</p> <ul style="list-style-type: none"> Focus this year is finished things we've started. Contracted with with Association Management Service. Old ballot desktop should be retired by January. PSS workflow moving along. Wayne noted we have several risks, such as relying on very few people. <p>Walter noted the new format of the dashboard, which he feels is very helpful. Walter noted we will use the dashboard on a monthly bases, with a longer report one a quarter. Austin noted that we are critically dependent on Confluence and our work is impeded by having a single individual working on that today. Wayne noted he will be putting together a proposal for additional staff in this area.</p>

Time	Agenda Item	Meeting Minutes from Discussion
12:55 - 1:15 PM ET	<p>Finance Committee Reports - Floyd</p> <ul style="list-style-type: none"> • Review Finance Committee accepted and Executive Committee approved HL7 2020 Audit <ul style="list-style-type: none"> ○ HL7 2020 Audited Financial Statements.pdf ○ HL7 2020 Uniform Guidance Program-Specific Audit Reports.pd IOI HL7 Request for an LOI v2 04-26-21.pdf ○ HL7 2020 Final Form 990 with Schedule B - CLIENT COPY.pdf ○ HL7 2020 Management and Finance Committee Letters.pdf • MOTION from the Executive Committee seeking Board approval to fund up to \$56k on an accounting consultant, subject to definition of deliverables and a fixed price from the submitter as approved by the Treasurer, to conduct an indirect rate analysis (methodology to ensure compliance to indirect rate structure, improved indirect rate calculation model, and revisions to chart of accounts to optimize cost tracking), software needs assessment, and assess the need for a part-time CFO-like resource. <p>HL7 Engagement Letter - indirect cost rate support v2 04232021.pdf</p>	<p>Floyd reported on the following</p> <p>Floyd noted the auditors found not discrepancies in our books but made a number of suggestions, including:</p> <ul style="list-style-type: none"> • conduct indirect rate analysis • software needs assessment • assess the needs for a part-time CFO-like resource <p>Walter noted that the 990 forms have been shared with the Board.</p> <p>Floyd also reported that the ROI task force recommended that we hire a consultant to help us determine profit/loss on our activities and set up our software to do this (or recommend what additional functions will be needed if our current software does not provide the needed functionality.</p> <p><u>MOTION</u> from the EC: To fund up to \$56k on an accounting consultant, subject to definition of deliverables and fixed price from the submitter as approved by the Treasurer, to conduct an indirect rate analysis., software needs assessment and assess the need for a part-time CFO-like resource. The motion carried unanimously.</p>

Time	Agenda Item	Meeting Minutes from Discussion
1:15 - 1:30	<p>Strategic Topic: Sustainability - Advocacy & Development - Janet</p> <p>Re-envisioning Task Group Report Out Sustainability Advocacy and Development 05.01.2021 Board.pptx</p>	<p>Janet report that the task group made a number of recommendations. One big is pursuing inclusion in appropriations of other legislative packages. There is a sign on letter in the supporting docs that can be reviewed. They've done meetings with member of Congress and House of Representatives. Walter thanked Janet and her committee for all their work.</p>
1:30 PM ET	Adjournment	<p>The meeting adjourned at 1:33 PM ET.</p>