2020-04-13 Meeting Agenda

HL7 International

Present	Name	Affiliation
X	Walter Suarez	HL7 Chair
X	Calvin Beebe	HL7 Chair elect (vice chair)
X	Floyd Eisenberg	Treasurer
X	Melva Peters	Secretary
X	Ed Hammond	Chair emeritus
X	Peter Jordan	Affiliate Director
	Diego Kaminker	Affiliate Director
	Ken Kawamoto	HL7 Director
	Austin Kreisler	TSC Chair
X	Janet Marchibroda	HL7 Director
X	Viet Nguyen	Affiliate Director
X	Dave Shaver	Appointed Director
X	Julia Skapik	HL7 Director
X	Micky Tripathi	Appointed Director
X	Andrew Truscott	Appointed 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	Watler called the meeting to order at 12:06 pm ET. He reviewed the current stats on COVID. The agenda was reviewed. No changes to the agenda were suggested.
12:03 - 12:05 PM	Consent agenda - Walter • Minutes Approval • Renewal of SOU with Web3D Consortium	**MOTION** by Andy to approve the consent agenda. Seconded by Melva. The motion carried unanimously.
12:05 - 12:20 PM	COVID-19 updates - Walter/others	Walter review some information on COVID testing and efforts to create therapies/treatments. There are a number of efforts in the standards work to collect and distribute data. CDC and Epic are working together on an Epic reporting tool using HL7 standards to report better/ more complete data to local health agencies. Logica has also released a COVID Implementaiton Guide. Andy noted a clinical supply direct being worked on to connect consumer of PPE and other critical supplies. Janet noted they have been working with CDC for 6-7 on immunization registries and had developed a whole range of capabilities that one would need for immunizations that should be useful when a vaccine becomes available. Peter reported on CDA pharmacy application. He also attended a meeting of HL7 India and they have hundreds of COVID-related apps.

12:20 - 12:30 PM	Chair's report - Walter • Strategy for May WGM • Connectathon • DevDays • Summer Board retreat	• Strategy for May WGM - The meeting has been canceled and we won't be holding a virtual but encouraging work group calls to address May ballot reconciliation. More announcements will be made around how this will be managed • Connectathon - There will be a virtual connectation. This has been moved to May 13-15 (Wednesday - Friday). More will be announced and communication about this event by HQ. Wayne noted the connectathon will be a 72 hour event, so people can come and go as they please. The cost will be $100/members; $150/non-members. There seems to be a lot of interest, so we think it may the biggest event yet. Peter asked why the event is being held during the week instead of the weekend. Wayne responded that the response back from the FHIR Management Group was to hold it during the week after surveying the community. Registration for this event should be available tomorrow. • DevDays - The in-person event has been canceled but we are moving this to a virtual event. It will occur the same days as the in-person event, though time zones will be adjusted. HQ and Firely are working to re-organize the event and will need to reach an agreement regarding cost and revenue arrangements. Wayne reported that the event will be four days instead of 3 days. Every day will have a 90 day hackathons and presentations from 1-5 pm. The prices is less than the in=person. Prices range from $450 - $950. There will be a $100 discount for people who have attended previous connectathons. In terms of the agreement, we have not finalized it. Firely was asked to give us a credit on the $53k we have paid to date. Wayne did not feel that was fair, as they already spent a fair amount on work done to date. He suggested an even split of net revenue and every is accountable for their past costs. We have agreed to that in principle. We have agreed with EC's input not to ask for the carryover. There is concern about a cost of $11k for a

		keynote speaker and patient empowerment track. Given the significant effort imbalance on the work, Wayne does not support splitting that fee. Two of our sponsors have already committed to staying involved. It is possible that our net profit will be equal or greater to what it would be with an in-person event. The net outlay for us is staff plus this $11k cost and cost for zoom. There is another Finance Committee tomorrow to review this. They were in favor of applying 50% of the $53k to next year's event. The EC, on the other hand, was in favor of allowing Firely to keep the $53k. If the Board approves, we should likely take a motion. Wayne noted that we are working on budget for the virtual event. The unknown is participation. **MOTION** by Floyd: That Firely retain the $53k payment and that we split the net revenue of the virtual event. Seconded by Melva. Wayne noted Firely has an account of hours that have been spent to date (over 1200). Wayne noted with the sponsorship we will be in a net positive position. The motion carried with one abstention (Andy). **ACTION ITEM**: Wayne will create a budget for this event for review on the next Finance Committee call. • Summer Board retreat - Wayne noted it may be too early to make a decision, though he feels that many organizations will not have lifted travel restrictions by that time. We need to determine a date on which a decision will be made so we can announce to people. Mark noted we have two EC calls in June, so can choose one for the decision date. If we were to cancel our retreat today, we would owe the hotel $34k. Our broker has recommended that we wait to see if NYC impose travel restrictions. Wayne noted that the second decision to be made later on is whether to hold some sort of virtual event. Andy suggests that the Finance Committee review this and make a recommendation.

12:30 - 12:40 PM	CEO report - Chuck	Chuck provided a detailed report for today. He
		- Re-envisioning task force has been meeting weekly. We hope to have a meaningful report out to the board in the next few months - Chuck sent some reports and links around COVID this morning. - FHIR Accelerator coordinating committee - This is led by Micky and we are talking about restructuring that to be more effective. This will enable Accelerators to share best practices. - CDC - Chuck participates in a number of CDC initiatives and calls. The output of these is variable. The HL7 public health WG has supported some programs, and larger communities has significant differences in their electronic case reporting as supply chain management. In the next week we need to focus on electronic health case reporting. If we develop a solution that is FHIR focused but not widely implemented, it is not useful. - Initiatives on COVID pandemic - Chuck participates in several of these. Some of them are consistent and inclusive, while others are going their own way. Chuck would like to hear from Board members on which ones they participate in that are useful/helpful. Please send list of programs in which you attend to Karen. - Virtual COVID apps Roundtable - This might be a valuable program to offer at this point in time. Floyed noted Janet's earlier report around immunizations. Collaboration with public health is really important. There are others trying to pull together COVID activities and there is not one group that has been successful corraling them. Someone needs to do that. HL7 needs an emergency toolkit to addresses. Janet asked about the COVID Apps Roundtable as she likes the idea. Nothing is planned at the moment, just recommended by Karen. If we do it now, it may seem salesy. This may be better in a few months once

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		we have some evidence and can show how FHIR Apps supported the COVID efforts.
		Julia noted there are lots of disparate efforts going on suggested we may want to coordinate/organize a site. chuck noted the COVID coalition from Mayo. Wayne noted there is a COVID page on Confluence. Julia was thinking it would be standards related. Wayne reported that a Confluence page has been created to capture this content, but it is hard to keep the information updated and vetted.
		Andy suggested we focus on future needs in areas such as surveillance, etc. Janet supports this idea and it would be great to see HL7 take a leadership role. Julia noted that if HL7 is interested in funding for preparedness, this is the time.
		<u>MOTION</u> by Andy to accept the CEO report; seconded by Melva. The motion carried unanimously.

Time	Agenda Item	Meeting Minutes from Discussion
12:40 - 12:50 PM	CTO report - Wayne • Review/approval of CTO report • Approval of funds for capacity building proposal from Lisa Nelson HL7 Capacity Building-Program 20200324-FINAL.pdf HL7 Capacity Building-Financials 20200324-FINAL.pdf	Wayne did not submit a written report this morning. Our work to get the SANER project (Keith Boone's IG project to track ICU beds and ventilators) has taken advantage of new processes. We were able to get approval in a manner of two weeks. We don't expect this to happen for everything. Another general activity is the rollout of Zoom. We chose Zoom before the pandemic made it quite popular. The quality of this product is better than many other products, but there has been a lot of press around security vulnerabilities. Wayne feels the security issues are overstated. That said, there are some companies that have acted pretty quickly to restrict their employees from using it. We are going to use Zoom anyways, with GoToMeeting and FCC as backups. Capacity building program has been discussed with Ed Hammond and Virginia Lorenzi to establish an intern program to train grad students to do ballot review and creation of FHIR IGs. The idea would be that we would develop these students to expand our community over time. The idea behind the proposal is to establish program tools and methods and clone for other universities. We would put this together this summer and expand to other universities int he future. He strongly feels we should fund this program. This was reviewed by the Executive Committee, but not the Finance Committee. **MOTION** by Diego: To approve funding ($25,7000) to launch the capacity building proposal; seconded by Calvin. Melva clarified that this is just for the POC this summer, which Wayne confirmed. We might be able to find sponsor to help us support this activity going forward. The motion carried unanimously. **MOTION** by Melva : To accept the CTO report; seconded by Andy. The motion carried unanimously.

Time	Agenda Item	Meeting Minutes from Discussion
12:50 - 1:05 PM	Review/approval of goals: • Shared CEO, CTO and AMG goals HL7 Combined Strategic 2020 Goals per EC call on April 6 2020.docx • AMG fee discount recovery and incentive plan 2020 HL7 AMG Fee Discount Recovery and Incentive Plan - updated April 6 per EC call.docx	The shared goals document was briefly reviewed. Walter noted at the recommendation of the Executive Committee, we added a new goal around responding to unplanned emergencies such as the current COVID pandemic. Board members are encouraged to provide feedback to Mark by end of week. The EC will review the feedback and an eVote will be taken thereafter. All on the call were on favor this. **MOTION** from the Executive Committee: For the Board to approve the shared goals document for 2020. Andy asked for additional time to review the document to provide measurable goals MOTION from the Executive Committee: For the Board to approve the AMG fee discount recovery and incentive plan document for 2020

1:05 - 1:25	Upcoming board elections - schedule and discussion around specific skills needed on the board - Calvin
	
	• Nominations - May 1-June 15
	• Election - July 1-31
	• Will be electing:
	   ○ Chair elect
	   ○ Secretary
	   ○ Director positions held by Ken K and Janet M
	   ○ Affiliate director position held by Diego
	• What skills are needed by those recruited or running for a position on the 2021 Board?
		Calvin review the schedule and positions up for nominations/elections this year. The question for the Board is to solicit the skills/capabilities to recruit. People can comment on the profile page on Confluence. Walter suggests we hold a board call on April 27 to focus on this.

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1:25 - 1:30 PM	Approval of HL7 Belgium - Peter	Peter reported that we've gone through all the process approvals to approve this affiliate. MOTION by Peter: That the HL7 Board approve the formation of HL7 Belgium; seconded by Melva. The motion carrier unanimously.
1:30 PM	Adjournment	**MOTION** by Melva at1:35 pm ET to adjourn.

Supporting Documents

Supporting Document
Web3D Consortium_HL7 SOU 2020.docx
CEO Report to the Board.13Apr20.docx
HL7 Combined Strategic 2020 Goals per EC call on April 6 2020.docx
2020 HL7 AMG Fee Discount Recovery and Incentive Plan - updated April 6 per EC call.docx
HL7 Capacity Building-Financials 20200324-FINAL.pdf
HL7 Capacity Building-Program 20200324-FINAL.pdf

Action items

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