

2020-11-02 Meeting Agenda

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
X	Ken Kawamoto	HL7 Director
X	Austin Kreisler	TSC Chair
X	Janet Marchibroda	HL7 Director
X	Viet Nguyen	Director
X	Dave Shaver	Appointed Director
X	Julia Skapik	HL7 Director
	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	Quorum was established at 12:05 PM ET and the Walter called the meeting to order. The agenda was reviewed with no suggested changes.

Time	Agenda Item	Meeting Minutes from Discussion
12:03 - 12:05 PM ET	Consent agenda - Walter <ul style="list-style-type: none"> • Minutes Approval • CEO Report • CTO Report 	<u>MOTION</u> by Calvin: To accept the consent agenda; seconded by Melva. the motion carried unanimously.
12:05 - 12:10 PM ET	Chair's remarks - Walter	<p>Walter noted we are in significant discussion about re-envisioning and will be discussing later in the call today.</p> <p>With recent GOM changes, the treasurer is now the chair of the Finance Committee. Walter has spoken to both John Hatem (current chair) and Floyd (Treasurer) and the transition will occur on January 1, 2021.</p>
12:10 - 12:15 PM ET	CEO update - Chuck Updated CEO Report.BOD.2Nov20.pptx	<p>Chuck reported on the following:</p> <ul style="list-style-type: none"> • Re-envisioning funding - he has verbal commitments for \$200k for date (will be budget neutral for 2021) • Funding from HL7 provided by ONC - will be discussed more by Wayne later in the agenda • HIMSS Update <ul style="list-style-type: none"> ○ SOU - Their support of our education/training has been positive ○ Consortium for Global Interoperability - Walter will assume chair of this group. GDHP is looking to formally support the consortium ○ HIMSS Technology Platform - HIMSS has been working on for a year. They are offering this to us free of charge for certification and testing and it will be rolled out later this year

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12:15 - 12:20 PM ET	CTO update - Wayne	<p>Wayne reported on the following:</p> <ul style="list-style-type: none"> • Agility and essentialism - there is a lot of tooling and process improvements that will be rolled out between now and the January WGM, including: <ul style="list-style-type: none"> ○ UTG. Ballots are now all using UTG outputs. ○ Online PSS approval process will be rolled out in the next few months, ○ JIRA balloting. ○ Releasing and announcing the FHIR registry. <p>This will put significant change management burden on the org, but it is aligned with the re-envisioning work.</p>

<p>12:20-12:30 PM ET</p>	<p>Finance Committee Report - Floyd/Mark</p> <ul style="list-style-type: none"> • Status of FY 2020 Budget • Review and approve EC-endorsed HL7 FY 2021 Budget <p>Treasurers Report 2020 November 2 .pptx</p> <p>2021 Budget endorsed by the EC on Oct 19 2020 updated Oct 26th .xlsx</p>	<p>Floyd reported on the following:</p> <ul style="list-style-type: none"> • Highlights of yearend forecast • Highlight of EC and FC endorsed budget for 2021 • Will be seeking a formal motion to approve 2021 budget <p>Highlight of 2020 Yearend Forecast:</p> <ul style="list-style-type: none"> • Membership revenues (or and ind) received to-date including funds not yet booked, have surpassed the 2020 budget. the yearend forecast is about \$9 • Distance learning programs are on track to generate \$725k (\$75k more than budget) and webinar/virtual classroom programs are expected to generate \$275k (\$124k over budget) • Replacing face-to-face meetings with virtual events has reduced revenues and expenses. overall, our yearend forecasted revenues are 18% below budget and expenses are 21% below budget. • Forecasting a net income of \$81k, which is \$323k improvement over the budgeted loss of \$241k <p>Key inputs to the 2021 budget</p> <ul style="list-style-type: none"> • No increases to dues membership • Given pandemic concerns, budget for a small decline of 2.5% as compared to 2020 yearend forecast • Reflect board decision to have all virtual meetings in 2021 • Includes line item placeholder with preliminary projectons of \$200k in revenues and \$200k in expenses for Re-envisioning efforts that were not in the EC-endorsed budget • Excludes ONC and Accelerator pass through funds <p>Summary of endorsed budget for 2021:</p>
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		<table><tr><th>Budget Area</th><th>Amount</th></tr><tr><td>Revenues</td><td>\$6,127,977</td></tr><tr><td>Expenses</td><td>\$5,901,419</td></tr><tr><td>Net Income</td><td>\$226,557</td></tr><tr><td>2021 Yearend Reserves</td><td>\$7,291,132</td></tr><tr><td>Reserves in months of operating expenses</td><td>14.83</td></tr></table>	Budget Area	Amount	Revenues	\$6,127,977	Expenses	\$5,901,419	Net Income	\$226,557	2021 Yearend Reserves	\$7,291,132	Reserves in months of operating expenses	14.83
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		<p>Discussion/comments:</p> <ul style="list-style-type: none">• Viet noted we did not include numbers from last week's Da Vinci Education and FHIR Implementation event. Viet was thanked for his leadership.• Walter asked if the 2021 budget includes any events like Da Vinci. Mark noted the 2021 budget does include 3-4 events similar to the August event.• Andy asked if we can apply some conformity to the Accelerators for these types of event. Wayne responded that we have a meeting with Accelerators next week and this is on the agenda. Would like to have an event including multiple Accelerators, instead of adding multiple meetings that include only a single Accelerator. Walter agrees that while some conformity is good, we do need some flexibility between how the Accelerators operate.• Calvin asked some of the Accelerators are large enough to have their own free-standing meetings? Wayne noted we haven't talked to the Accelerators yet about this. <p><u>MOTION</u> by the EC: To approve the EC-endorsed budget for 2021. The motion carried with one abstention (Melva)</p> <p>Floyd and Mark were thanked for their work to put the budget together.</p>												

<p>12:30 - 12:45 PM ET</p>	<p>Announcement of New ONC Grants/Contracts to HL7 - Wayne</p>	<p>Wayne reported on the 3 funding mechanism (refer to table in the CTO report)</p> <ul style="list-style-type: none"> • First is ongoing FOA grant that we've received for several year. We have one more year for this funding agreement assuming funding is development. This has supposed spec development, tooling, move to Confluence and Jira, etc. Most of the work here is continuing work we've started and is already allotted. There is not a lot of surplus. Boston Children's will receives ome of this funding • Covid-19 grant - We can spend the money more rapidly if we make faster progress. Will be spending most of the funds over the first couple of years. Data elements and terminology for pandemic (working with Logica on this), also DSOH (working with Gravity). Boston Children's will also receive funding. Other work will include Security/Privacy and Public Health. • US Realm Fixed contract - There are a lot of deliverables that will be difficult to keep track up. This is an opportunity plus a risk. The risk is that we might spend more than we get. Improve project management and tracking systems is included as are improvements to UCDI. Need to really manage cash flow. <p>Discussion:</p> <ul style="list-style-type: none"> • Calvin asked about funding for US Realm. Is it like a salary. Wayne responded that yes, we get a set amount per month for the contract, so sometimes we may spend more in a month than we bring in. For the grants, we get a lump sum that we can spend as needed. • Janet noted that the two new funding vehicles almost equal the mount of the initial FOA. She wondered if the new funding was meant to replace the original FOA. Wayne does not feel that is the case.
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		<ul style="list-style-type: none">• Julia asked who was lead on the project. Wayne responded we don't have those details yet.

<p>12:45 - 1:00 PM ET</p>	<p>Testing - Walter, Chuck</p> <ul style="list-style-type: none"> • Discussion of opportunity to develop the HL7 Accreditation Program for certifiers on HL7 testing • Possible alignment with HL7 Education program from Re-envisioning Strategy 	<p>Walter teed up the discussion. Chuck reported that over the years we've had a number of opportunities to establish testing, including</p> <ul style="list-style-type: none"> • conformance to standards, • applicability • whether we want to partner with a 3rd party to make this more efficient. <p>This is about accrediting the testers. We could evaluate conformance to the standard and partner with others to provide the technical infrastructure.</p> <ul style="list-style-type: none"> • Calvin feels we need to move into this area. He is concerned if HIMSS is involved. How will we monetize this. Chuck responded that with HIMSS there would be a cost sharing. Walter noted this could be part of the re-envisioning strategy • Peter feels this is an important area and it needs a taskforce to look into it. He uses 3 FHIR testing platforms. Need to look at our own testing tools. He thinks this would be a good opportunity. • Andy noted this area has been explored many times over the years. Still something of use across many different areas. This is a difficult area because we need to be clear about criteria for certifying. Are we certifying individuals and their competencies, do we send out 3rd parties who do this on our behalf and take some of the revenue, etc. Need to think through the potential areas. Need to be careful that we are not tripping over current processes already in place in various countries. • Floyd feels this is part of what Viet and David Pyke will be working on in the re-envisioning task force. He feels there is value and money to be made by certifying the educators. • Ken thinks in the US one opportunity is that vendors can make a profit off UCDI standard APIs. Some vendors are building APIs that go beyond the standards and make money on
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		<p>their own. There is an opportunity that would involve US IGs that go beyond US core.</p> <ul style="list-style-type: none">• Melva thinks there are two pieces: education and then going out to certify. When is the decision point on this? It should either go to the new education task groups and the new revenue task groups.

Time	Agenda Item	Meeting Minutes from Discussion
1:00 - 1:10 PM ET	<p>2020 Performance Evaluations - Walter</p> <ul style="list-style-type: none"> Review and discuss proposed process and timeline for Annual Evaluation of CEO, CTO and AMG 	<p>Chuck briefly discussed the performance evaluations. Both he and Wayne have goals and objectives. We also have shared objectives/goals with AMG. There will be a poll that all Board members will use to assess the work of the CEO and the CTO. Both the CEO and the CTO will provide a self-assessment for review prior to the completing the survey. Walter reported on the proposed plan, which is outlined to the left. There will be a surveymonkey to evaluate three areas:</p> <ul style="list-style-type: none"> original 2020 goals, any additional achievements beyond the original goals, overall 2020 assessment <p>Due date for assessments is November 23. Responses will be compiled and the Board will review and vote on the outcomes.</p> <p>Discussion:</p> <ul style="list-style-type: none"> Andy confirmed that CEO, CTO and AMG are comfortable with the plan. All agreed they are happy with the plan Calvin noted that there is no role for the EC in the process. There is some awkwardness in have the EC have a role as 3 of its members would need to recuse themselves. In the end the Board must approve this, so there is no reason to go to the EC. Andy asked that this be the process going forward. All in attendance agreed. <p><u>MOTION</u> by Andy: The process outlined here be the process going forward (with exception of dates); seconded by Janet. The motion carried unanimously.</p>

Time	Agenda Item	Meeting Minutes from Discussion
1:10 - 1:30 PM ET	<p>Re-envisioning status - Walter/Chuck</p> <ul style="list-style-type: none"> Summary from Oversight Committee meeting Status of development of actions/plans Funding of the Re-Envisioning effort 	<p>Walter reported on the following:</p> <ul style="list-style-type: none"> Oversight committee meeting on Friday. Most critical element now is a message to be send to the membership. It provides the next layer of info and details about the work of the re-envisioning strategy. Board members received a copy of the draft just before the start of the meeting. We want your feedback and would like to send the message out this week. Based on input from the Oversight committee, we re-worded things a little bit to ensure it doesn't present info that is confusing or detrimental to the message itself. Status of development of actions/plans - Austin reported that TSC has continued its plan around re-structuring. He's meeting with SGB and ARB. Calvin has agreed to become an interim co-chair with the SGB so they can wrap up their work. TSC has been creating a checklist of things that need to happen between now and the first of the year, including GOM changes. Have gotten permission to do out of cycle GOM update. Funding of the Re-envisioning effort - Chuck reported on this earlier. <p>Board members should send any feedback on the draft communication within the next few days.</p>
1:30 PM ET		Adjourned at 1:30 PM ET.