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|  | **SIM Data Infrastructure Subcommittee****Date: October 31, 2013****Time: 10:50am-12:00pm****Location: Augusta Civic Center, Cumberland Room** |

**Chair: Katie Sendze, HealthInfoNet,** ksendze@hinfonet.org**, HIN Staff:** Shaun Alfreds, Katelyn Michaud

**Member Attendance:** Margaret Longsworth, Ann Sullivan, Luke Lazure, Nancy Birkhimer, Jospeh Riddick, Dawn Gallagher, Dana Duncan, Karynlee Harrington, Katherine Pelletreau, Carrie Arseanault, Patsy Leavitt, Wayne Gregersen, Bruce Donlin, Michael DeLorenzo, Chuck Pritchard, Rebecca Gagnon

**Ad Hoc Attendance:** Not Applicable

**Members Absent:** Ralph Johnson, Barbara Crowley

*Subcommittee documents available at***:** <http://www.maine.gov/dhhs/oms/sim/data-infrastructure/index.shtml>

| **Risk Item Identified** | **Follow up for risk** | **Escalation to Steering (y/n)** |
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| Not Applicable  | Not Applicable | Not Applicable |
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| **Agenda Item** | **Discussion Points and Decisions** |
| **Welcome** | * Meetings are open to the public and meeting notes and documents will be available on the SIM website under the Data Infrastructure Subcommittee folder (see link above)
* The charge of the subcommittee is to advise key projects and objectives within the scope of SIM that will improve data infrastructure and technology across Maine
* Interested parties and public parties may make comments at the end of each meeting during the “Public Comment” section
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| **Introductions** | * Member introductions
* See Member list for more information
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| **SIM Governance & Role of Subcommittee** | * SIM subcommittees are a critical piece of the SIM Governance Structure
* Please review the “Maine State Innovation Model (SIM) Subcommittees” handout for more information
* Subcommittees are divided into four groups of participants: Core members, Ad Hoc members, Interested parties, and Public participants
* Ad Hoc members will be appointed to the subcommittee by the chair to serve during a period time when their expertise is needed. Please contact Katie prior to a meeting if you believe that you and someone you may know could be an Ad Hoc member
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| **Meeting Planning** | * Invites have been sent by Katie for the Nov., Dec., Jan., and Feb. meetings
* Once projects are launched and the subcommittee feels comfortable with the progress of the projects then subcommittee will meet less frequently
* Meetings will always be available via telecommunications for those who may not be able to attend an in-person meeting
* It was noted that in-person meetings would be important at first in order to build relationships etc. As a result, the 11/14 meeting offers in person locations in Brewer and Augusta, with phone access for those that cannot attend in person.
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| **Effective Meetings** | * If a member has anything they would like to present to the subcommittee please prep with Katie prior to the meeting
* Please follow through on action lists
* Decisions will be made by consensus of the core members
* Information and documents will be sent out prior to meetings via email
* Please see “Expectations for effective meetings” in the slide show hand-out
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| **Introduction to upcoming meeting topics** | * November 14th meeting will have members review criteria and give input for the HIN BH RFP and the draft letter that will be released to the public about the Blue Button/Patient Portal HIE project
* December 4th meeting will have members approve the final draft of the HIN BH RFP and Pilot projects
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| **Other** | * Please review handouts given out at the meeting and also documents on the SIM website
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**New Actions**

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| **Reference** | **Action Items** | **Status** | **Who** | **Due By** |
| **Membership List** | Update Subcommittee member list and send out |  | Katie |  |
| **General** | Determine if members wish to meet in-person and where or by conference call |  | Katie | Done for 11/14 |
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**Outstanding Actions**

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| **Reference** | **Action Items** | **Status** | **Who** | **Due By** |
| Not Applicable | Not Applicable |  |  |  |