

BOARD OF DIRECTORS MEETING

Virtual
Designated annual public meeting

AGENDA FOR DECEMBER 10, 2020

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|---------------------------|--|-------------------------------------|-----------------------------------|
| Meeting called by: | John Helvey | Type of meeting: | Board of Directors Meeting |
| Facilitator: | John Helvey | Note taker & Timekeeper: | Laura Schaefer |
| Our Mission | To improve the quality and safety of healthcare across the North Central Valley, by sharing health information in a secure and efficient fashion between all providers, facilities and patients. | | |

AGENDA ITEMS

| Topic | Presenter |
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| ✓ Call to Order & Roll Call | John Helvey |
| ✓ Public Comment Period | John Helvey |
| <ul style="list-style-type: none"> ○ Total comment period not to exceed 15 minutes. Each speaker will be allowed a maximum of 3 minutes (or 6 minutes when a translator is being used). Reference: California Government Code 54954.3(b). ○ All comments must be directed to the Board and deal only with matters within the subject matter jurisdiction of the Board. Reference: California Government Code 54954.3(a). ○ Comments should be directed to (1) current agenda items, (2) policies, procedures, programs and services of SacValley MedShare, or (3) Board actions. California Government Code 54954.3(c). ○ Board responses, if deemed appropriate, will either be made at the end of the comment period or at a future Board meeting. ○ Speakers wishing to distribute printed materials are to indicate this during their speaking time. At the end of the comment period, the Board President will make arrangements to collect and distribute the printed materials. | |
| ✓ Public Comments | |
| ✓ Board Responses to Public Comment | Board of Directors |
| ✓ Minutes for approval from 11/12/2020 | John Helvey |
| ✓ Nominating Committee Memo | Elizabeth Steffen |
| ✓ Resolution 133-Compliance Officer Appointment-Executive Director | John Helvey |
| ✓ Board Calendar – 2021 | John Helvey |
| ✓ Finance: Review & Approve November 2020 Financials | Charles Kitzman |
| ○ Review and Approve 2021 Annual Budget | Charles Kitzman |
| ✓ Progress on Expansion/ Grants | Elizabeth & Lyman |
| ✓ Operational Report – November 2020 | Jon Werner |
| ✓ Executive Director Report | Elizabeth Steffen |
| ○ ICA SacValley MedShare Amendment 8: Mendocino and Lake – for approval | Elizabeth Steffen |
| ○ Policies/Procedures/Forms – for approval | Elizabeth Steffen |
| ○ Information Blocking Risk Assessment/Practice Justification – for approval | Elizabeth Steffen |
| ✓ Other Business | John Helvey |
| ✓ Next Meeting: 2021-01-14: Virtual | John Helvey |
| ✓ Adjourn | John Helvey |

Attachments:

- November 12, 2020 Minutes
 - Nominating Committee Memo
 - Resolution 133: Appointment of Executive Director as Compliance Officer
 - 2021-Board Meeting Calendar
 - November 2020 Finance packet
 - 2021 Budget & Narrative
 - +EMS Grant Board Report
 - November Operational Report
 - ICA SacValley MedShare Amendment 8-Mendocino and Lake
 - Policies/Procedures/Forms: *09.SVMS-Memo-Pol-Proc-Forms-2020-12*
 - SVMS-0A.010-ByLaws for SVMS – updated
 - SVMS-14.004-Auditing of Access to And Use of HIE Information Policy – updated
 - SVMS-21.010-Accounting Manual – updated
 - SVMS-29.006-Human Resources Manual – updated
 - SVMS-41.001-Compliance Program – new
 - SVMS-PRO-007.005-Information Subject to Special Protection Procedure – updated
 - SVMS-PRO-013.005-Auditing of Access to And Use of HIE Info – updated
 - SVMS-PRO-016.005-Quality of Displayed Data – updated
 - SVMS-PRO-022.002-Cal EMSA Grant Fund Accounting Procedure – updated
 - SVMS-PRO-026.001-Cal-HOP Grant Fund Accounting Procedure – new
 - SVMS-PRO-027.001-Information Blocking Complaint Procedure – new
 - SVMS-PRO-028.001-Patient Access to Their Own Health Information Procedure – new
 - SVMS-FORM-143.001-Response Letter-Not Information Blocking– new
 - SVMS-FORM-144.001-Response Letter-Will Investigate Information Blocking – new
 - SVMS-FORM-145.001-Response Letter-Need More Information – new
 - SVMS-FORM-146.001-Response Letter-Additional Information Not Received Timely – new
 - SVMS-FORM-147.001-Response Letter-Outcome-No Interferences – new
 - SVMS-FORM-148.001-Response Letter-Outcome-Intent Present Exception Applied – new
 - SVMS-FORM-149.001-Information Blocking Complaint Interview Form – new
 - SVMS-FORM-150.001-Information Blocking Complaint Decision Tree – new
 - SVMS-FORM-151.001-Information Blocking Complaint Investigation – new
 - SVMS-FORM-152.001-Information Blocking Intent Present Exception Review – new
 - SVMS-FORM-153.001-Information Blocking Exceptions Appendix – new
 - SVMS-FORM-154.001-Information Blocking Risk Assessment – new
 - SVMS-FORM-155.001-Information Blocking Risk Assessment Practice Justification – new
 - SVMS-FORM-156.001-Information Blocking Identified Practices Assessment – new
 - SVMS-FORM-157.001-Patient Request for Their Own Health Information – English – new
 - SVMS-FORM-157.001-Patient Request for Their Own Health Information – Spanish – new
 - SVMS-FORM-158.001-Patient Request for Their Own Health Information Log – new
 - SVMS-FORM-159.001-Patient Identity Verification – new
 - SVMS-FORM-160.001-Response to Patient Request for Their Own Health Information – English – new
 - SVMS-FORM-160.001-Response to Patient Request for Their Own Health Information – Spanish – new
 - SVMS-FORM-161.001-Disclosure Per Authorization Review – new
 - Information Blocking Risk Assessment/Practice Justification for 2020
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