



December 13, 2018

1300 - 1500

Cascade Building  
175 W. 5th Avenue  
Chico, CA  
Quality Conference Room, 2nd  
Floor

# BOARD OF DIRECTORS MEETING

## AGENDA FOR DECEMBER 13, 2018

Meeting called by:	Myron Machula	Type of meeting:	Board of Directors Meeting
Facilitator:	Chris Jones	Note taker & Timekeeper:	Elizabeth Steffen

### AGENDA ITEMS

Topic	Presenter	Time Period
✓ Call to Order & Introductions	Chris Jones	5 minutes
✓ Minutes for approval from 11/15/2018 Meeting	Chris Jones	5 minutes
✓ Finance: Review and approval of report for November 2018	Ken Park	10 minutes
○ 2017 Financial Audit	Elizabeth Steffen	
○ Resolution 107: Rescinding of Resolution 102	Ken Park	
○ Resolution 108: Authorization of Bank Account Signers for Board Restricted Funds Account at Redding Bank of Commerce	Ken Park	
○ Bank Accounts	Ken Park	
1. 5 Star Bank – Update Signers		
2. Redding Bank of Commerce – Open Board Restricted Funds Account		
✓ ICA Contract Update	Elizabeth & John Helvey	15 minutes
✓ Progress on Expansion	Elizabeth & Lyman	10 minutes
✓ Operational Report - November	Jon Werner	10 minutes
✓ Development Committee Reports	Elizabeth Steffen	15 minutes
○ Development Committee Report	Elizabeth Steffen	
○ Policies, Procedures, and Forms	Elizabeth Steffen	
✓ Other Business	Chris Jones	15 minutes
✓ Next Meeting date: 01/10/2019	Chris Jones	5 minutes

### OTHER INFORMATION

#### Attachments:

- 2018-11-15 Minutes
- November 2018 Financial Report
- Client Letter (from auditors)
- Management Letter (from auditors)
- Rescind Resolution 102
- Resolution 108
- ICA Letter & Project Spreadsheet
- Policies and Procedures:
  - 2018 Annual Policy Review
  - SVMS-0B.002 Development Committee Charter - Updated
  - SVMS-0D.002 Marketing Committee Charter - Updated
  - SVMS-01.002 Amendment-Correction of Data - Updated
  - SVMS-02.004 Compliance with Law and Policy - Updated
  - SVMS-03.004 Governance - Updated

- SVMS-04.003 Individual Participation and Control of Information Available through HIE - Updated
  - SVMS-05.003 Information Subject to Special Protection - Updated
  - SVMS-06.003 Minimum Necessary - Updated
  - SVMS-07.003 Mitigation - Updated
  - SVMS-08.004 Notification and Consent - Updated
  - SVMS-10.002 Uses and Disclosures of Health Information - Updated
  - SVMS-11.004 Workforce Agents and Contractors - Updated
  - SVMS-13.004 Authorization of System Users - Updated
  - SVMS-14.003 Auditing of Access to and Use of HIE Information - Updated
  - SVMS-15.002 Correctly Matching Patients to their Records - Updated
  - SVMS-16.003 Breach of Protected Health Information Policy- Updated
  - SVMS-17.003 Policy Procedure Forms Document Consistency and Audit Requirements - Updated
  - SVMS-19.003 Conditions of Participation - Updated
  - SVMS-20.002 Quality of Displayed Data - Updated
  - SVMS-22.002 Public Reporting and Transparency - Updated
  - SVMS-23.003 Code of Ethics - Updated
  - SVMS-24.002 Whistleblower - Updated
  - SVMS-25.003 Executive Compensation - Updated
  - SVMS-26.002 Document Retention and Destruction - Updated
  - SVMS-27.004 Vault Access - Updated
  - SVMS-28.002 Safety Program - Updated
  - SVMS-30.003 Drug Alcohol Policy- Updated
  - SVMS-31.003 Violence Prevention Program – Updated
  - SVMS-32.003 Confidentiality Policy - Updated
  - SVMS-33.002 Media Relations – Updated
  - SVMS-34.003 Social Media - Updated
  - SVMS-36.002 Security Awareness – Updated
  - SVMS-37.001 Security Monitoring Policy - New
  - SVMS-PRO-001.003 Marketing Procedure - Updated
  - SVMS-PRO-002.005 Notification of Privacy Practices and Consent Procedure - Updated
  - SVMS-PRO-003.005 Breaches of PHI and Incident Response Procedure - Updated
  - SVMS-PRO-004.005 Authorized User Access Procedure - Updated
  - SVMS-PRO-005.004 Uses and Disclosures of Health Information Procedure – Updated
  - SVMS-PRO-007.004 Information Subject to Special Protection Procedure – Updated
  - SVMS-PRO-008.003 Policy Procedure Forms and Audit Procedure - Updated
  - SVMS-PRO-011.003 Individual Participation and Control of Information Available in the HIE Procedure – Updated
  - SVMS-PRO-012.003 Hiring Procedure - Updated
  - SVMS-PRO-013.002 Auditing of Access to and Use of HIE Information - Updated
  - SVMS-PRO-014.003 Vendor Management Procedure - Updated
  - SVMS-PRO-015.006 New Participant Onboarding Procedure – Updated
  - SVMS-PRO-016.003 Quality of Displayed Data Procedure - Updated
  - SVMS-PRO-017.004 Domain and Certificate Maintenance Procedure - Updated
  - SVMS-PRO-018.003 Vault Access Procedure – Updated
  - SVMS-PRO-019.001 Security Monitoring Procedure – New
  - SVMS-FORM-118.001 Annual Vendor Security Review Form – New
  - SVMS-FORM-119.001 Vendor Review HITRUST SOC SSAE Form – New
  - SVMS-FORM-120.001 Board Officer Agreement Form – New
  - SVMS-FORM-121.001 Monthly Security Monitoring Form – New
  - SVMS-TOC – Updated
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