Digital Bridge Governance Principles

- **Transparency:** Stakeholders will have visibility into the governance body's work and opportunities to provide input.

- **Respect for Process:** Governance body members will adhere to an agreed upon decision-making process. Members will observe delineated and agreed upon roles and responsibilities.

- **Outreach:** The governance body can solicit opinions and presentations from stakeholders to inform its decision-making.

- **Utility:** The governance body will prioritize use of existing information technology standards and infrastructure as it pursues shared and realistic goals that benefit all parties.

- **Representativeness:** Governance body members will represent their broader field and be responsive to the goals of the Digital Bridge partnership.

- **Trust:** Governance body members will honor commitments made to the Digital Bridge effort.
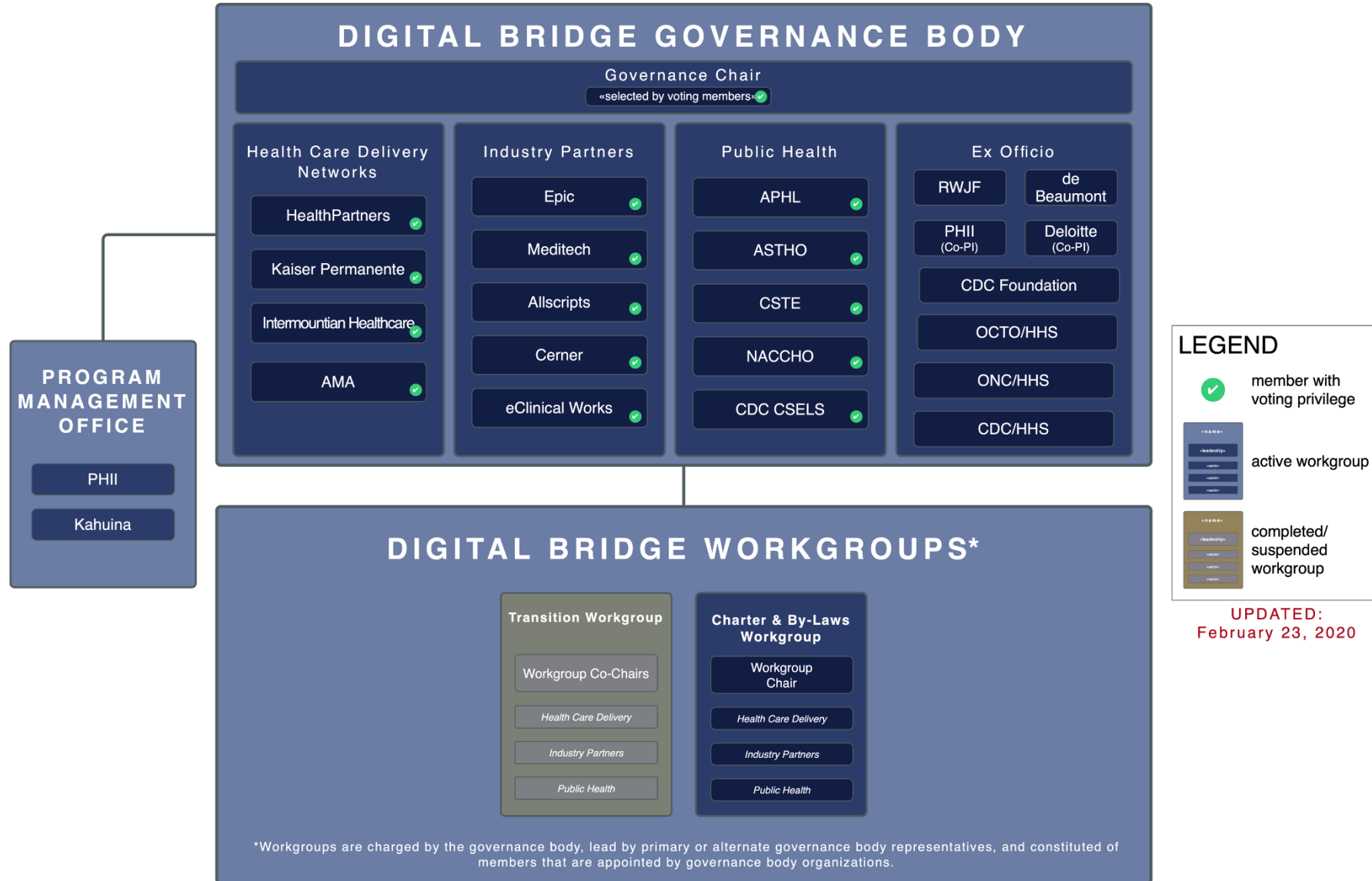
Governance Body Meeting

Wednesday, February 26th, 2020

1:00 P.M. – 2:00 P.M. ET

This meeting will be recorded for note-taking purposes only

Meeting Agenda

Purpose:

The purpose of this meeting is to work toward a common vision for exchanging actionable information between health care and public health.

Consent Agenda
- Meeting Summary: January 2020 Governance Meeting

For Action
- Charge: Use case scoping methods workgroup

For Discussion
- Grants management update
- Draft 2020 Digital Bridge governance agenda
- Charter & Bylaws: Comments and next steps
- Interacting with other initiatives

Time	Agenda Item
1:00 PM	Call to order – John Lumpkin
1:02 PM	Agenda review and approval – John Lumpkin
1:05 PM	Consent agenda – John Lumpkin
1:10 PM	Grants management update • CDC Foundation
1:15 PM	Draft 2020 Digital Bridge governance agenda
1:25 PM	Charter & Bylaws: Comments and next steps • Bob Harmon, Workgroup Chair
1:35 PM	Action: Use case scoping methods workgroup
1:45 PM	Discussion: Interacting with other initiatives
1:55 PM	Announcements – Charlie Ishikawa
2:00 PM	Adjournment – John Lumpkin

Consent Agenda | February 2020

John Lumpkin (Chair)

Governance Meeting Consent Agenda

Protocol

1. Pre-meeting:
   a. Chair places items that are believed to be non-controversial or routine
   b. Items should be received with sufficient review time

2. Start of meeting:
   a. Chair asks if any member wishes to move an item into regular discussion
   b. All items left on the consent agenda are documented as approved by the governance body
   c. Any item removed will be discussed during the meeting

February 2020 Consent Agenda Items

1. Meeting summary: January 2020 Governance Meeting

Grants Management Update

CDC Foundation

Draft 2020 Digital Bridge Governance Agenda

*John Lumpkin (Chair, Governance Body)*

Digital Bridge 2020 Agenda Items

1. Scope selected use cases for Digital Bridge and proceed with work

    a. Newly reportable conditions that fit eCR model

    b. NHSN HAI SNF

    c. Cancer registries and mCODE /registry architecture and strategy

    d. Immunizations

2. Write white paper on national public health API model

3. Enhance governance structure

    a. Adopt improved governing documents

    b. Elect officers; i.e., chair and vice chair

    c. Resolve an executive committee

   d. Move to quarterly collaborative body meetings and monthly executive committee meetings

2020 Digital Bridge Schedule | DRAFT

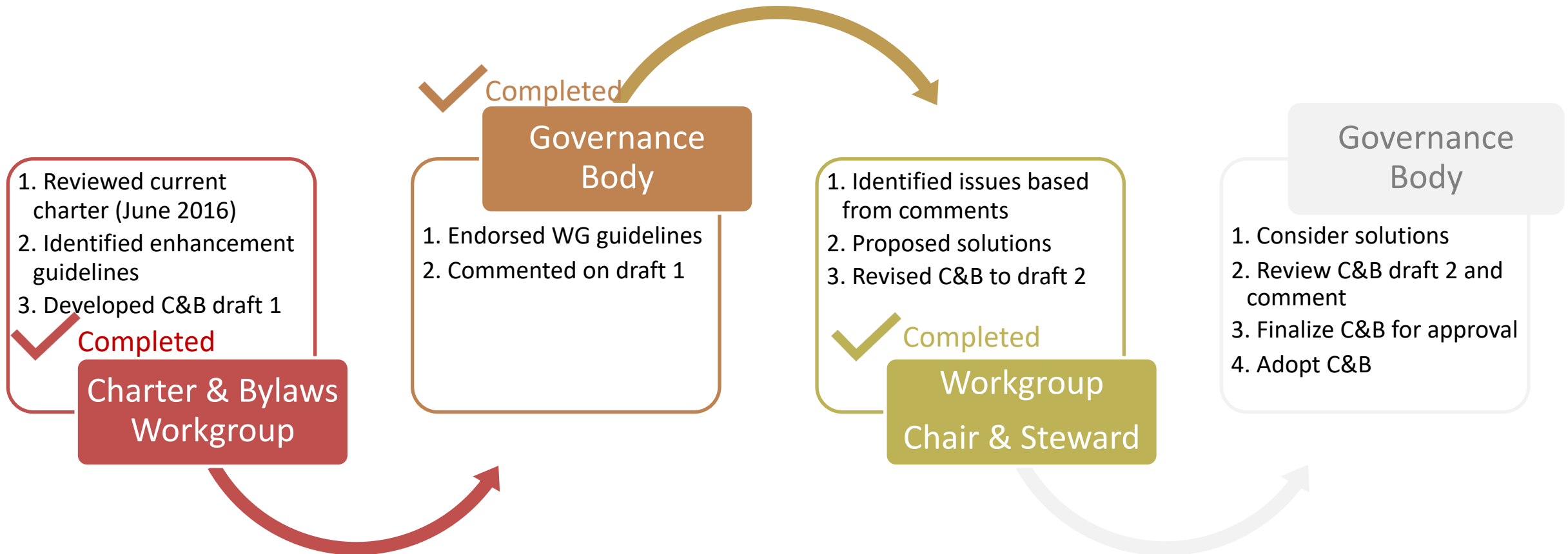| Year	Month	Meetings (tentative)	Activities
2020	Feb	2/26 – DB GB	Receive C&B draft ver. 2;
	Mar	None	Review C&B draft ver. 2 for approval; scoping methods workgroup active
	Apr	4/3 – DB GB	Approve C&B; hold officer elections; draw executive committee resolution
	May	5/7 – DB CB Q2 Mtg	Resolve executive committee; charge and form use case workgroups
	Jun	6/4 – Exec Com Mtg	Workgroups active
	Jul	7/2 – Exec Com Mtg	Workgroups active
	Aug	8/6 – CB Q3 Mtg	Workgroup deliverables due [tentative]
	Sep	9/3 – Exec Com Mtg	…
	Oct	10/1 – Exec Com Mtg	…
	Nov	11/5 CB Q4 Mtg	…
	Dec	12/3 – Exec Com Mtg	…
2021	Jan/Feb	Late Jan – Annual Mtg	[tentative dates]

FOR DISCUSSION USE ONLY – February 26, 2020
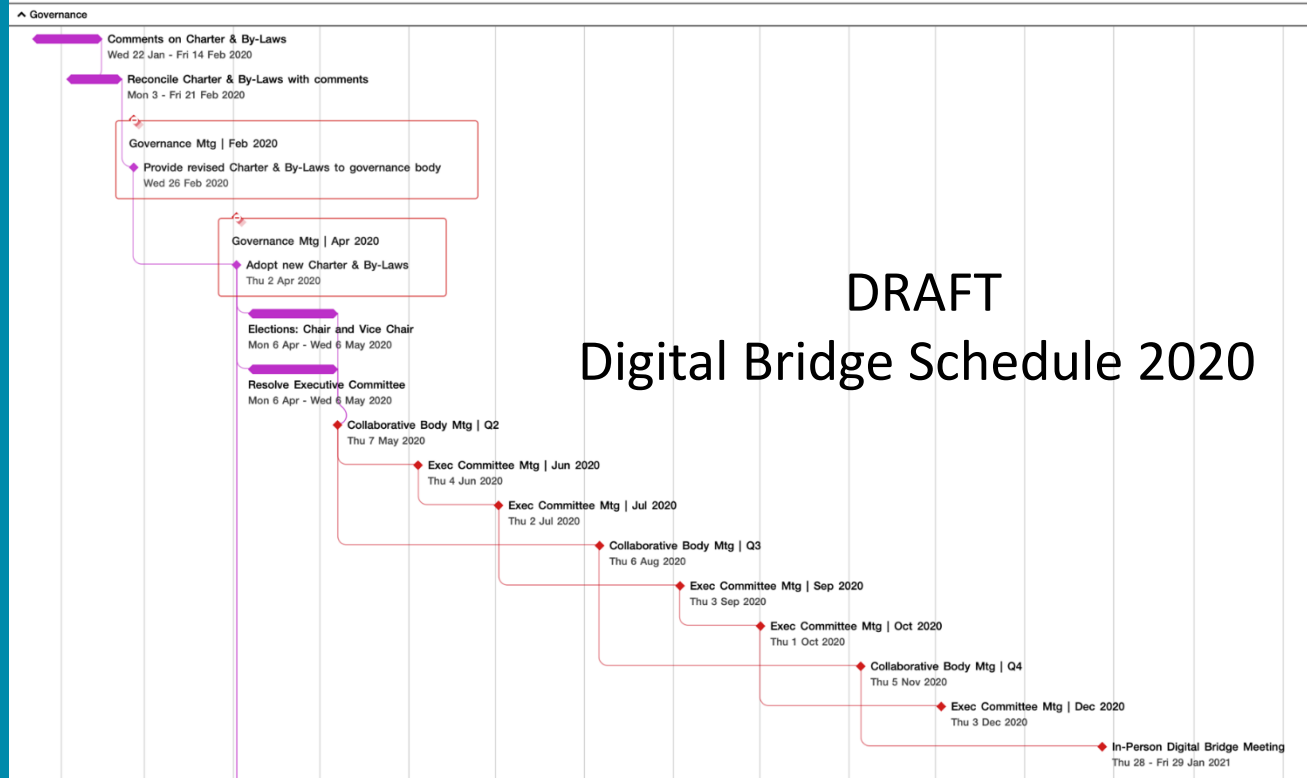
DRAFT
Digital Bridge Schedule 2020
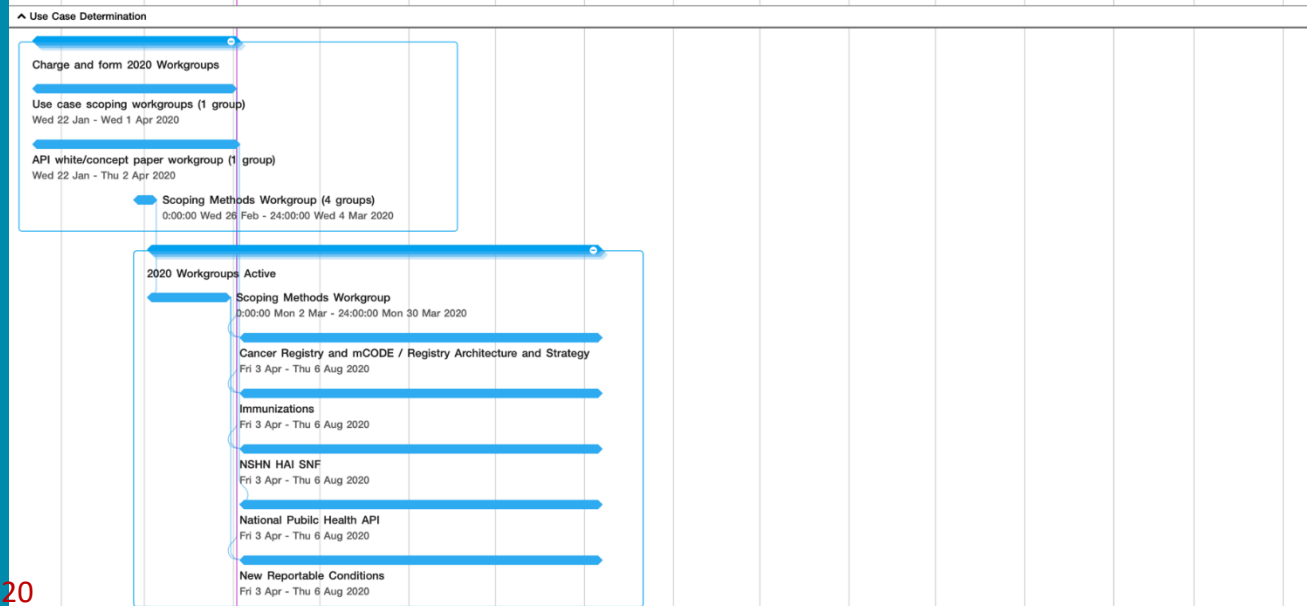
Charter & Bylaws: Comments and next steps
Bob Harmon (Chair, Charter & Bylaws Workgroup)

Overview: Enhancing Digital Bridge Governance

1. Reviewed current charter (June 2016)
2. Identified enhancement guidelines
3. Developed C&B draft 1

✓ Completed

Charter & Bylaws Workgroup

✓ Completed

Governance Body

1. Endorsed WG guidelines
2. Commented on draft 1

1. Identified issues based from comments
2. Proposed solutions
3. Revised C&B to draft 2

✓ Completed

Workgroup Chair & Steward

Governance Body

1. Consider solutions
2. Review C&B draft 2 and comment
3. Finalize C&B for approval
4. Adopt C&B

Summary Revisions to Charter & Bylaws (C&B)

1. Minor
   a. Removed history except founding date
   b. Added internal references to connect related provisions

2. Substantive
   - Executive committee subjection to collaborative body
   - Standing rules: transparency, meeting agenda, CoI, opt-outs, and representation
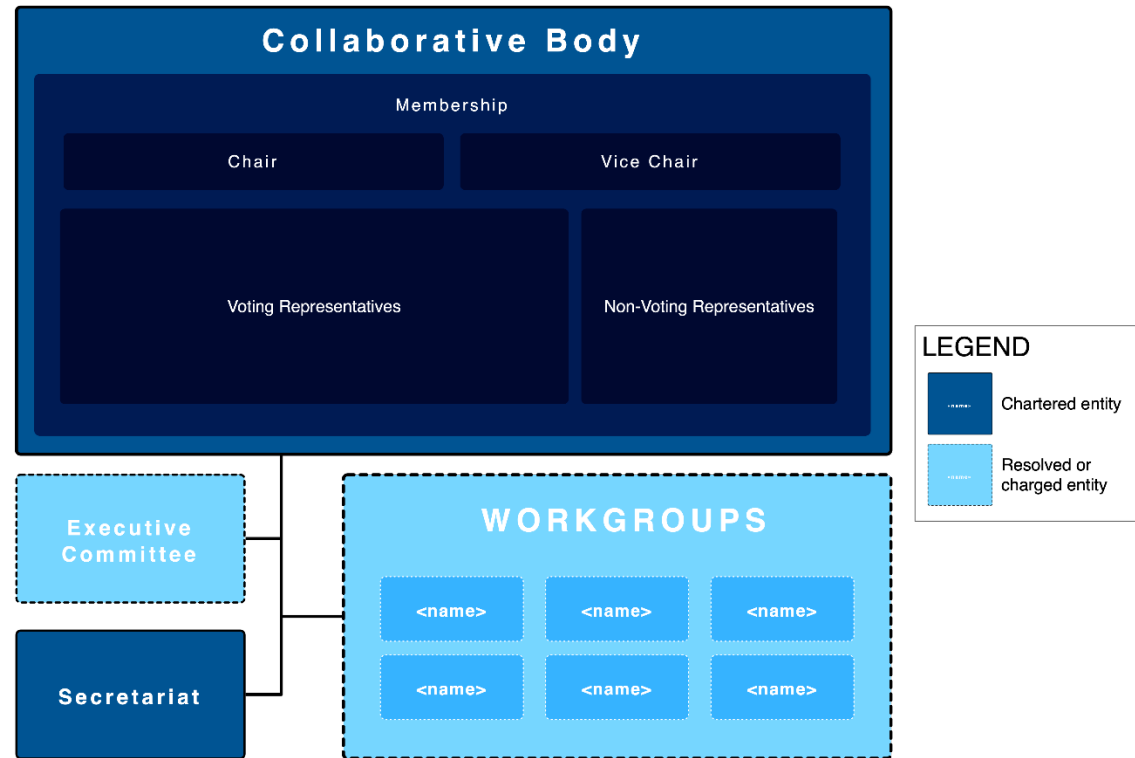
3. Major
   - See next slide
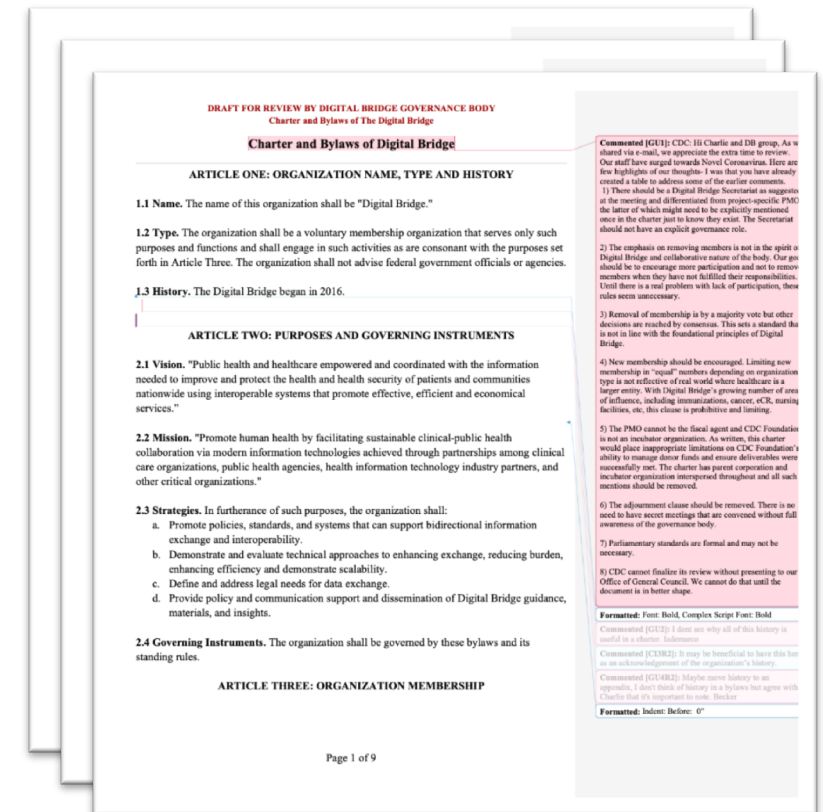
Major issues with C&B draft 1* and solutions drawn in draft 2
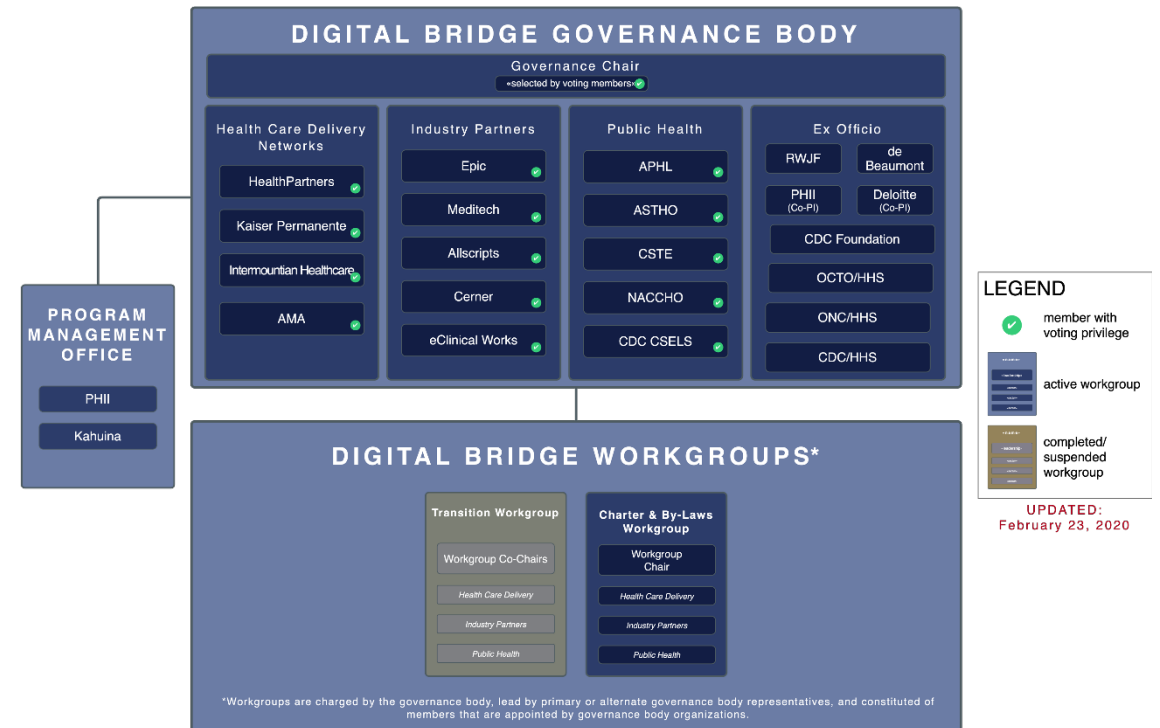
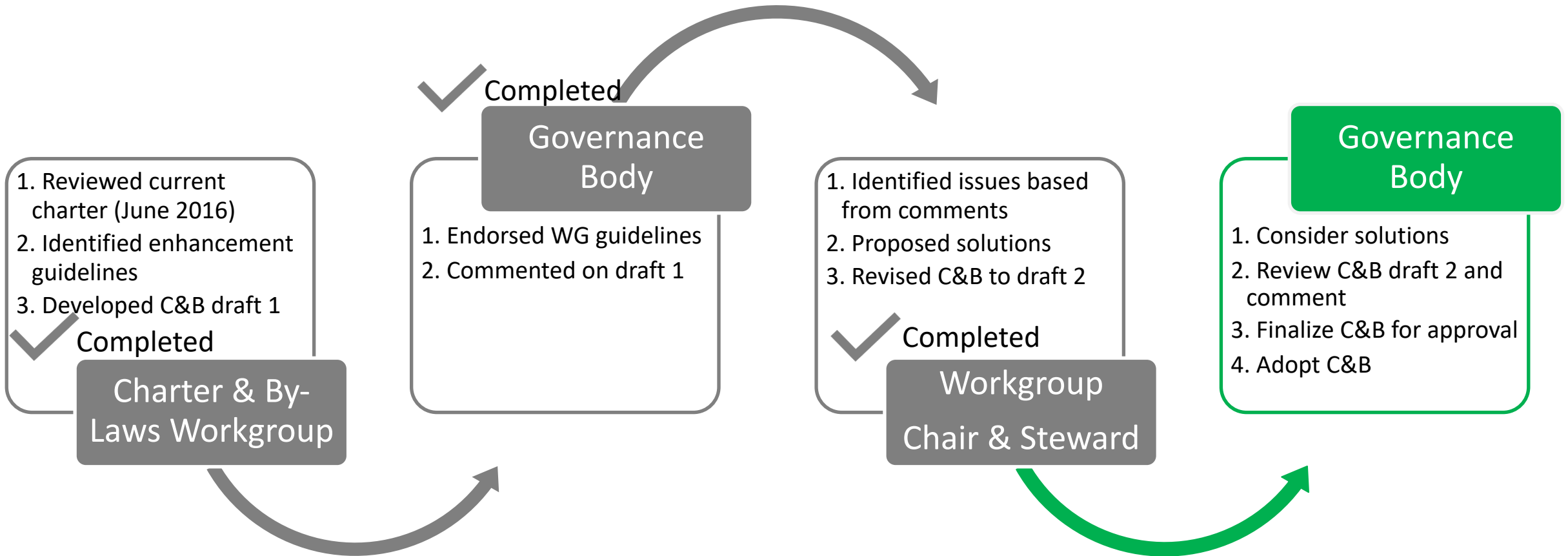| Issue	Comment summary	Draft solution
Incubator organization, secretariat, and PMOs	CDC requests all references to a fiscal agent or incubator organization be removed; CDC Foundation ought not be an incubator; the secretariat should not have governance role	Follow request; add "Article Ten: Management;" resolve executive committee to further consider incorporation steps.
Membership classes	Further streamline the membership such that if you want to be a member, you are a member and if you don't want to vote then you propose, and the board agrees, that you are an ex officio.	Make single membership class, "member," and acknowledge member right to permanently forfeit their voting right.
Limits on collaborative body representation; alternates	Overly formal for the collaborative nature of the organization and might prohibit the growth of different use cases and interest areas for the group.	Retain alternate limit of three per member for management purpose; add member privilege to invite observers.
Provisions for CB representative removal	Our goal should be to encourage more participation and not to remove members when they have not fulfilled their responsibilities.	Follow request; no removal provision.
Parliamentary Procedures	Parliamentary standards are formal and may not be necessary.	Continue use of parliamentary procedures and acknowledge in bylaws
Voting: unanimous, super majority, majority	Simplify voting to better accommodate growth; e.g., challenging to maintain unanimous agreement as membership grows.	Unanimous vote for charter, bylaws and standing rules amendments; super majority all other actions, including membership
Opt-out provision	Need to be able to withhold signature on some regulatory commentaries.	Added standing rule IV: option out of advocacy and regulatory comment
Document length, order, etc.	Document is too long for effective use and could be clearer.	Document length and format are preparation for possible future incorporation.

*Note: All draft 1 comments are available online by clicking here

Organization Chart

C&B draft version 2

Collaborative Body

Membership

Chair | Vice Chair

Voting Representatives | Non-Voting Representatives

Executive Committee

Secretariat

WORKGROUPS

<name> <name> <name>
<name> <name> <name>

LEGEND

Chartered entity

Resolved or charged entity

Present structure

DIGITAL BRIDGE GOVERNANCE BODY

Governance Chair
«selected by voting members»

Health Care Delivery Networks	Industry Partners	Public Health	Ex Officio	
HealthPartners	Epic	APHL	RWJF	de Beaumont
Kaiser Permanente	Meditech	ASTHO	PHII (Co-PI)	Deloitte (Co-PI)
Intermountain Healthcare	Allscripts	CSTE	CDC Foundation	
AMA	Cerner	NACCHO	OCTO/HHS	
	eClinical Works	CDC CSELS	ONC/HHS	
			CDC/HHS	

PROGRAM MANAGEMENT OFFICE

PHII

Kahuina

DIGITAL BRIDGE WORKGROUPS*

Transition Workgroup

Workgroup Co-Chairs

Health Care Delivery

Industry Partners

Public Health

Charter & By-Laws Workgroup

Workgroup Chair

Health Care Delivery

Industry Partners

Public Health

*Workgroups are charged by the governance body, lead by primary or alternate governance body representatives, and constituted of members that are appointed by governance body organizations.

LEGEND

member with voting privilege

active workgroup

completed/ suspended workgroup

UPDATED: February 23, 2020

Next Steps by April 2020

Charter & By-Laws Workgroup — Completed
1. Reviewed current charter (June 2016)
2. Identified enhancement guidelines
3. Developed C&B draft 1

Governance Body — Completed
1. Endorsed WG guidelines
2. Commented on draft 1

Workgroup Chair & Steward — Completed
1. Identified issues based from comments
2. Proposed solutions
3. Revised C&B to draft 2

Governance Body
1. Consider solutions
2. Review C&B draft 2 and comment
3. Finalize C&B for approval
4. Adopt C&B

Action: Use case scoping methods workgroup
John Lumpkin (Chair, Governance Body)

Charge | Use Case Scoping Methods Workgroup

Purpose and objectives

Guide how Digital Bridge plans new use case work by delivering a proposed method for new use case development.

- A template for Digital Bridge project scope statements to develop work plans for selected use cases
- A short list of conditions useful for "gating" planned Digital Bridge use case work

Schedule

Date	Event	Description
2/26	Feb gov. mtg.	Charge workgroup
3/4	Form workgroup	Finalize membership
TBD	Workgroup mtg.	Outline deliverable
TBD	Workgroup mtg.	Finalize deliverable
3/26	Deliverable due	Provide deliverable
4/3	Apr gov. mtg.	Present method

Key Reference: DB Use Case Application Form (2018)

Discussion: Interacting with Other Initiatives
John Lumpkin (Chair, Governance Body)

Discussion question: Interacting with other initiatives

"HOW DO WE INTERACT WITH OTHER INITIATIVES THAT ARE MOVING DATA BETWEEN HEALTHCARE AND PUBLIC HEALTH THAT ARE NOT DIGITAL BRIDGE PROJECTS?"

Announcements

Charlie Ishikawa

UPCOMING MEETINGS

Virtual Meeting: Thursday, April 3rd, 2020 12:00 – 1:00 PM ET

Virtual Meeting: Thursday, May 7th, 2020 12:00 – 1:00 PM ET

Action Items

- Review and return comment on C&B draft ver. 2 by 3/11/2020

FOR DISCUSSION USE ONLY – February 26, 2020