

Nebraska Information Technology Commission

# **eHealth Council Charter**

## **1. Introduction**

The eHealth Council (hereafter referred to as “Council”) of the Nebraska Information Technology Commission (hereafter referred to as “Commission”) is an advisory committee of the Commission composed of representatives from the State of Nebraska and federal government; health care providers; eHealth initiatives; public health; payers and employers; consumers; and resource providers. The Council was originally formed by the Nebraska Information Technology Commission on Feb. 22, 2007 to foster the collaborative and innovative use of eHealth technologies through partnerships between public and private sectors, and to encourage communication and coordination among eHealth initiatives in Nebraska.

## **2. Purpose**

The purpose of this Charter is to clarify the role of the Council and its relationship with the Commission.

## **3. Authority**

The Nebraska Information Technology Commission shall: "Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies[.]" Neb. Rev. Stat. § 86-516(7).

## **4. Commission Responsibilities and Mission**

### **4.1 Commission Mission**

The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective.

### **4.2 Commission Responsibilities (Neb. Rev. Stat. § 86-516)**

4.2.1 Annually by July 1, adopt policies and procedures used to develop, review, and annually update a statewide technology plan;

4.2.2 Create an information technology clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;

4.2.3 Review and adopt policies to provide incentives for investments in information technology infrastructure services;

4.2.4 Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;

4.2.5 Adopt guidelines regarding project planning and management, information sharing, and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects which directly utilize state-appropriated funds for information technology purposes to the process established by sections 86-512 to 86-524. Governmental entities and political subdivisions may submit other projects involving information technology to the commission for comment, review, and recommendations;

4.2.6 Adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel;

4.2.7 Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including workgroups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;

4.2.8 By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;

4.2.9 Approve grants from the Community Technology Fund and Government Technology Collaboration Fund;

4.2.10 Adopt schedules and procedures for reporting needs, priorities, and recommended projects ; and

4.2.11 Assist the Chief Information Officer in developing and maintaining Network Nebraska pursuant to section 86-5,100.

## **5. eHealth Council Mission and Responsibilities**

### **5.1 Council Mission**

The mission of the Council is to foster the collaborative and innovative use of eHealth technologies through partnerships between public and private sectors, and to encourage communication and coordination among eHealth initiatives in Nebraska.

## **5.2 Council Responsibilities**

- 5.2.1 Assist the Commission in developing, reviewing and updating the statewide technology plan.
- 5.2.2 Review the current status of healthcare information technology adoption by the healthcare delivery system in Nebraska;
- 5.2.3 Address potential security, privacy and other issues related to the adoption of interoperable healthcare information technology in Nebraska;
- 5.2.4 Evaluate the cost of using interoperable healthcare information technology by the healthcare delivery system in Nebraska;
- 5.2.5 Identify private resources and public/private partnerships to fund efforts to adopt interoperable healthcare information technology;
- 5.2.6 Support and promote the use of telehealth as a vehicle to improve healthcare access to Nebraskans;
- 5.2.7 Recommend best practices or policies for state government and private entities to promote the adoption of interoperable healthcare information technology by the healthcare delivery system in Nebraska.

## **6. Membership**

### **6.1 Selection of Members**

The Commission may solicit nominations from organizations or individuals with an active interest or involvement in eHealth in forming the initial set of members. The Commission may also seek out additional qualified candidates. Nominations shall describe the qualifications of the person relative to the goals of the eHealth Council. In choosing members, the eHealth Council and the NITC shall strive for a balance of perspectives on eHealth issues.

### **6.2 Representation**

**The following focus areas will be represented within the eHealth Council:**

- 6.2.1 The State of Nebraska
- 6.2.2 Health care providers
- 6.2.3 eHealth initiatives
- 6.2.4 Public health
- 6.2.4 Third party payers and employers
- 6.2.5 Consumers
- 6.2.6 Resource providers, experts, and others if deemed appropriate by the NITC

### **6.3 Number of Members**

The number of members shall be no more than 25. .

### **6.4 Vacancies**

The eHealth Council may solicit nominations to fill vacant positions and may recommend new members to the NITC for approval. The Commission may also seek out additional qualified candidates.

### **6.5 Length of Service**

One-third of the members shall initially serve 3-year terms. One-third of members will initially serve two-year terms. One-third of members will initially serve one-year terms. Subsequent terms will be three-years.

### **6.6 Member Responsibilities**

Each member is responsible for maintaining two-way communication with their sector constituents concerning issues brought before the Council.

### **6.7 Designated Alternates and Non-voting Alternates**

6.7.1 Each member of the Council may designate one (1) official voting alternate. This official voting alternate shall be registered with the Office of the Chief Information Officer and NITC and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

6.7.2 If the official member and his/her official alternate are unable to attend a Council meeting either in person or electronically, then the sub-sector affected may send a non-voting alternate to gather or share information.

## **7. Meeting Procedures**

### **7.1 Chair(s)**

The elected Chair or Co-Chairs will conduct the meetings of the Council, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Council. The Chair or Co-Chairs of the Council will serve two year staggered terms, expiring on January 1. If co-chairs are selected initially, one co-chair will serve two years, and one will serve three years. Subsequent co-chairs shall serve 2-year terms.

### **7.2 Quorum**

An official quorum consists of 50% of the official members or their voting alternates. No

official voting business may be conducted without an official quorum.

### **7.3 Voting**

Issues shall be decided by a majority vote of the voting members present.

### **7.4 Meeting Frequency**

The Council shall meet on an as needed basis. The eHealth Council will meet no more than 8 and no fewer than 2 times per year.

### **7.5 Notice of Meetings**

7.5.1 Notice of the time and place of each meeting of the Council shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the Council's Web site at <http://www.nitc.state.ne.us/>.

7.5.2 The notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda shall be readily available for public inspection at the Office of the Chief Information Officer, 501 S. 14<sup>th</sup> Street, 4<sup>th</sup> Floor, Lincoln, NE, during normal business hours by appointment.

### **7.6 Subcommittees**

7.6.1 Subcommittees will be designated by vote of the Council to address specific topics.

7.6.2 Pursuant to provisions of Neb. Rev. Stat. § 84-1409(1), subcommittees of the Council shall not be required to provide notice of meetings.

### **7.7 Expense Reimbursement**

Section 81-1182.01 states: "Any department, agency, commission, council, committee, or board of the state may pay for the reasonable and necessary expenses for the recruitment, training, utilization, and recognition of volunteers providing services to the state and certain providers of services as established by the Director of Administrative Services."

7.7.1 According to NAS Policy CONC-005, "Volunteers shall mean those persons providing services to the State who are not being compensated for their time."

7.7.2 Council members needing reimbursement must submit a signed request to the Office of the CIO-NITC using the official state accounting forms.