



Board of Directors Meeting
March 20, 2022
10:00 AM CT

MINUTES

Present: Voting board members: Gretchen Purcell Jackson (Chair), Julia Adler-Milstein, Tiffani Bright, William Brown, Kenrick Cato, Arlene Chung, James Cimino, Patti Dykes, Laura Heermann Langford, Susan Hull, Deepti Pandita, Philip Payne, Rachel Richesson, Neil Sarkar, Victoria Tiase, Li Zhou

Non-voting/ex-officio board members: Eileen Koski, Genevieve Melton-Meaux, Jessica Ruff, Scott McGrath

Excused: LaVerne Manos, Jonathan Nebeker

Staff/Guests: Loura Cooper, Raelynn Gochnauer, Karen Greenwood, Nina Richards, Tanya Tolpegin, Jeff Williamson

I. Welcome and call to order

Dr. Jackson welcomed board members and called the meeting to order at 10:00 AM. A quorum was recognized.

Disclosure of conflicts – Dr. Jackson reminded board members of the Conflicts of Interest Policy. Dr. Jackson proceeded to facilitate the meeting.

II. Consent agenda

Dr. Cimino moved to accept the February 10, 2022 consent agenda that included:

- For Approval: Change Primary Banking and Investment Contact
- For Approval: Academic Forum - LIEAF Best Paper Award proposal
- Informational: Board motions/actions
- Informational - HICC- Health Informatics Certification Commission

Dr. Pandita seconded the motion. **MOTION PASSED.**

III. Strategic Discussions

Report on the Careers in Health Informatics Project

Dr. Payne provided the board with a report on the careers in health informatics project. The board provided feedback. Dr. Tiase moved and Dr. Richesson seconded the motion to accept and approve the

Preliminary Health Informatics Career Framework and approved sharing the framework with membership. **MOTION PASSED.** Board members provided recommendations on how to get preliminary feedback.

Action Item: Targeting new informaticians and folks who are mid-career should be better reflected in the model and that information should be shared with the broad population. A few scenarios should be created to identify folks with distinct roles, background, and training. Amendments and updates will be captured on a regular basis. This framework can be used as a career map for individuals and employers. A recommendation was made to present the information in modules and caution should be used in setting expectations to not appear to be too rigid. It was suggested that without the Standard Occupational Classification (SOC) Code system it will be difficult to justify the path to a degree. Strategic planning and next steps should be flushed out by an AMIA committee with identified individuals. Dr. Payne will share the timeline with the board on when and how the framework will be distributed to membership for feedback.

Venue Guidelines

Dr. Adler-Milstein provided the board with a written document summarizing guiding principles for use going forward when selecting venues for AMIA events and conferences on behalf of the Ethics Committee. Board members expressed overall approval of the general themes and recommended minor clarifications to finalize.

Action Item: Dr. Adler-Milstein will work with the ethics committee to incorporate minor revisions, and the board will vote for approval in a Friday report, with subsequent communication to the membership.

Governance Committee

Dr. Payne provided the board with a Governance Committee update which included the committee charges, the 2022-2023 committee members and SMART goals which included a work plan for 2022. *See APPENDIX B for SMART goals.*

Action Item: Dr. Sarkar moved, and Dr. Pandita seconded the motion to approve the charges with a modification to the committee charges and members adding a DEI liaison position to the committee. **MOTION PASSED.**

IV. Strategic Discussion Items

President's Report

Dr. Jackson reported that in the spirit of increasing engagement. Board members will be asked to provide input into upcoming board agendas. In addition, Dr. Jackson reminded board members that board meeting minutes are being approved more expeditiously to promptly post the minutes for access by the membership. Dr. Jackson also reported that 2023 board meetings may be quarterly versus the seven scheduled board meetings in 2022. The reduction in board meetings is possible with effective use of the Friday Report.

Dr. Jackson also reported that board liaisons will be the conduit between the board and committees, working groups and other component groups. Board liaisons will continue to share the work of their

groups during board meetings. This will increase communication and strategic input and ensure work is not being duplicated. A new document "motions/actions" is now being included in the board packet to track implementation of board decisions. This report will also be posted for the membership with the board minutes. Lastly, Dr. Jackson also reported that board members will be asked to continue to engage with members at AMIA events and there will be a leadership table in the registration area during CIC22 and AS22.

ABPM Update

Drs. Chung and Pandita provided the board with an update on ABPM practice pathway. The American Board of Preventative Medicine (ABPM) practice pathway for the clinical informatics board certification was set to sunset in 2022. ABPM's board recently approved a three-year extension to the practice pathway. There is significant controversy about this decision in AMIA's membership. Christopher Ondrula has agreed to work with AMIA to ensure we have ongoing and transparent communications between AMIA stakeholders and the ABPM about all issues relevant to clinical informatics certification, including the practice pathway and its implementation.

Action Item: Drs. Chung (AMIA's ABPM representative) and Pandita (AMIA Board PINA liaison) will work with Christopher Ondrula to establish the processes for engagement with the ABPM and to elicit AMIA member feedback, potentially including a town hall and/or meeting at the Clinical Informatics Conference.

National Office Report

Ms. Cooper provided the board with an update on recent process improvements within finance which included several manual processes being streamlined. The year-end 2021 financials were provided to the board. The 2021 final KPI results and 2022 KPI preliminary dashboard results were also provided.

New Initiative Process

Dr. Jackson reported that she and Ms. Tolpegin are drafting a process for initiatives to be brought forward by working group and committees for consideration in the budget process. A proposed process will be provided to the board at the April meeting. Initiatives for collaborations with other organizations will also be included in the planning discussion and proposed process.

Annual Goals and Activities for Committees/Organizations

25X5 Task Force

Dr. Cato provided the board with an update of the organizing activities of the 25X5 Task Force. Dr. Cato reported that SMART goals will be provided to the board at the April meeting. It was noted that the 25X5 activity should be included in the overall corporate engagement strategy.

Membership & Outreach Committee

Dr. Pandita reported on two goals for the Membership & Outreach Committee. 1) to target former members who left AMIA within three years, and 2) to host townhalls with other working groups to enhance outreach efforts. Building industry membership within AMIA was also discussed.

Recommendations were made to create a formal process on how new members are welcomed and to re-establish orientation sessions for new members or new attendees at AMIA meetings.

Action: Dr. Pandita will work with Membership Committee to develop general welcoming process, and Dr. Jackson will lead developing orientation sessions at the Clinical Informatics Conference and Annual Symposium this year. SMART goals will be presented to the Board at the April board meeting.

Nominating Committee

Dr. Dykes provided the board with an update on the organizing activities of the 2022 Nominating Committee and provided goals. *See APPENDIX B for SMART goals.*

Action Item: The Nominating Committee plans to focus on creating key attributes of successful board candidates. The committee will work to refine current categories used to rank candidates and will share them with AMIA members during the call for participation. A list showing the current board's demographic diversity will be developed. This list will be presented to the Nominating Committee to determine any significant gaps in representation on the board. A recommendation was made to develop a process for the Nominating Committee use for candidate review and selection using a DEI lens.

V. New Business

IS22 Update

Mr. Williamson reported that there are currently 463 registered for the Summit with 92 being students. He reported that this is trending favorably with the past few conferences, recognizing the exception in the free virtual conference in 2020.

Dr. Jackson reviewed the list of items to be shared by board liaisons with their committees and other groups. A recommendation was made to create a centralized, disciplined approach to contacting industry members.

VI. Executive Session

Dr. Jackson excused staff and the board met in Executive Session with Ms. Tolpegin.

The meeting adjourned at 5:00 PM.

Respectfully submitted,

Philip Payne
AMIA Secretary

APPENDIX B: SMART Goals

Governance Committee

1) Workplan

S: Finalize 2022 workplan, including specific deliverables

M: Completion and approval of workplan by AMIA BoD

A: Draft prepared by committee leaders, for discussion with AMIA BoD

R: Leverages committee capabilities, informed by task force recommendations

T: To be completed by end of Q1 of CY2022

2) Early Wins

S: Identify and execute on 2-3 “early wins” to demonstrate impact of committee efforts (responding to prior task force recommendations)

M: Identification and implementation of 2-3, specific changes to AMIA governance, responsive to task force recommendations and/or subsequent solicitation of input from BoD and/or general membership

A: Initial opportunities identified in task force report

R: Incremental approach to change management

T: To be completed by end of CY2022

Membership & Outreach Committee

1) target former members who left AMIA within three years.

2) host townhalls with working groups to enhance outreach efforts.

Recommendation to create a formal process on how new members are welcomed and to re-establish orientation sessions for new members or new attendees at AMIA meetings.

SMART Goals will be provided to the Board at the April 2022 board meeting.

Nominating Committee

1) Increase transparency with the nomination process starting with dissemination of key attributes of a successful board candidate to assist members with identifying qualified candidates and preparing nomination materials.

Recommendation to develop a process for the Nominating Committee use for candidate review and selection using a DEI lens.