

Montreal WGM Agenda/Minutes 2019-05-06

Date	06 May 2019
Chair	Floyd Eisenberg
Scribe	Melva Peters
Location	Salon Drummond Ouest

Attendance

Name	Affiliation	Term Expires	Attending
Martin Hurrell	Anesthesia	Jan 2020	x
Ellen Torres		May 2019	x
John Walsh		Sep 2019	x
Hugh Glover	Biomedical Research and Regulation	May 2020	x
Myron Finseth		Jan 2020	
Boris Brodsky		Sep 2019	
Guilherme del Fiol	Clinical Decision Support	Jan 2020	
Robert Jenders		Sep 2019	
Kensaku Kawamoto		Sep 2019	
Howard Strasberg		Sep 2020	
Bryn Rhodes		Jan 2021	x
Robert Freimuth	Clinical Genomics	Jan 2021	
Kevin Power		Jan 2021	
Gil Alterovitz		Jan 2020	
Bob Milius		Sep 2020	x
Russell Leftwich	Clinical Interoperability Council	Sep 2020	
Lindsey Hoggle		Jan 2021	
Laura Heermann Langford		Sep 2019	
Amy Nordo		Jan 2020	
Patricia Craig	Clinical Quality Information	Sep 2019	
Floyd Eisenberg		May 2020	x
Yan Heras		May 2019	
Kanwarpreet Sethi		May 2019	
Juliet Rubini		May 2020	
Jonathan Coleman	Community Based Care and Privacy	Sep 2020	
James Kretz		May 2020	
David Pyke		Sep 2020	x
Suzanne Gonzales-Web		May 2020	
Melva Peters	Clinical Steering Division	Dec 2020	x
Floyd Eisenberg		Dec 2019	x
Dominik Brammen	Emergency Care	Sep 2020	
Laura Heermann Langford		Jan 2020	
James McClay		Sep 2019	
Todd Cooper	Health Care Devices	Jan 2020	
Chris Courville		Jan 2021	
John Garguilo		Sep 2020	x

John Rhoads		May 2020	x
Russell Leftwich	Learning Health Systems	Sep 2020	
Emma Jones		Interim	x
John Roberts		Sep 2019	
Stephen Chu		Patient Care	May 2020
Laura Heermann Langford		Sep 2019	
Emma Jones		May 2019	x
Jay Lyle		Jan 2020	x
Michelle Miller		May 2019	
Michael Tan		Sep 2019	
Michael Padula		Sep 2019	
Jean Duteau	Pharmacy	May 2019	
John Hatem		Sep 2019	x
Melva Peters		Sep 2019	x
Scott Robertson		May 2019	
Erin Holt	Public Health	Jan 2021	x
Danny Wise		Jan 2021	x
Joginder Madra		Sep 2020	x
Craig Newman		Sep 2019	x
Laura Rappleye		Sep 2019	x

Roll call

Introduction of Guests

Review Agenda

- [Montreal WGM Agenda/Minutes 2019-05-06](#)

Approval of Minutes from San Antonio Meeting

- [San Antonio WGM Agenda/Minutes 2019-01-14](#)
- Motion to approved the posted minutes - John Hatem/John Rhoads - Carried 10-0-1

Announcements

- none

Co-Chair Elections

- All individuals interested in running must submit a nomination, including current and interim co-chairs.
- Co-chairs must maintain their membership throughout their term. Section 09.02.04.04 of the GOM states "Should a seated co-chair experience a change in membership status due to either the loss of individual membership or loss of membership by their organization or Affiliate; that individual shall immediately step down from the position of co-chair." Co-chairs that do not renew their membership will receive notification that they need to renew ASAP. If they do not renew, the co-chairs of the appropriate work group will be notified that the position is up for interim election then regular election at the next WGM.

Reminders

Project Scope Statement Submission Deadline

- Must submit PSS to PMO and Steering Division - date May 24, 2019
 - Work Groups will need to monitor the progress of their scope statements to ensure that they obtain the necessary US Realm Steering Committee, FMG, Steering Division and TSC approvals before the ballot opening date of - date August 16, 2019
- Submit Notice of Intent to Ballot - date June 30, 2019
- PSS on Confluence

- The PSS Form is available in Confluence.
 - The 'form' replaces the template 'page' made from tables. The new PSS form contains dynamic dropdowns and checkboxes. Based on the information entered, the form will add or remove areas of the PSS. Logic has also been added to insure required fields/information are provided when necessary. With that, much of the extraneous text that appeared in the MS Word template and Confluence 'page' is no longer needed and has been removed
 - Visit the How-To article on the following page: <https://confluence.hl7.org/display/HDH/How+to+Create+a+PSS+from+Template>
 - To use the PSS form, log into HL7's Confluence space at: <https://confluence.hl7.org/>. Click on the 'Create' button (or the ellipsis next to it) at the top of the page; select "HL7 Project Scope Statement Template" and save the form in the project area of your desired space.
 - Questions or comments can be directed to David Hamill (pmo@hl7.org)

Updates from the TSC

- CSD Co-Chair Elections
 - Nominations are open
 - Co-chairs are encouraged to talk to Floyd and Melva if you have questions about the positions
- USRSC Steering Division Rep
 - Request for every SD to have a representative on the USRSC
 - Members should have a perspective of the Clinical Steering Division
 - Asked Co-Chairs to discuss within their WG
 - Bryn Rhodes is interested
- Melva Peters to send out email at end of WGM to ask if there is other interest
- Melva Peters to ask Austin to send email out to general membership (including Affiliates)
- Melva Peters if you aren't a co-chair, how can you represent the SD
- Co-Chair Handbook Review Sub-Committee
 - Looking for volunteers to help with this work
 - John Hatem, Danny Wise and Hugh Glover volunteered to help
- Any WG with PBS metrics in the Red - will not be allowed to go forward any project until issues are resolved
- Cross Project WG
 - asked for interest in being a members - need a second co-chair and 5 members
 - if you are interested, talk to Jean Duteau or Austin

Work Group Health Review

[ClinicalSDWorkGroupHealth2019May \(1\).pdf](#)

- Healthiest Work Groups - **CONGRATULATIONS!**
 - CDS
 - Clinical Genomics
 - CQI
 - CBCP
 - Patient Care
 - Public Health
 - Pharmacy

PBS Metric Review

[PBS_Metrics_20190422_2019May.xlsx](#)

New Business

- none

Project Scope Statement Votes

- none

Motion to adjourn: Craig/Hugh - 11-0-0