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Health Current Data Governance Council Charter

Purpose

The Health Current Data Governance Council is charged with developing and supporting data governance processes that address the cross-enterprise needs of all HIE Participants for data quality including use of industry standards and accepted normalized values, related to data accuracy, completeness, timeliness, consistency and accessibility. The Council will provide oversight and structure to the collaborative effort to effectively share information across all HIE Participants. Areas considered by the Council will include but are not limited to consideration of new use cases for and enforcement of the Permitted Use Policy and establishment of processes to identify data needs, provide access and ensure overall data quality and integrity.

Roles & Responsibilities

- Drive initiatives to improve and assure the business value of information assets in terms of quality, efficiency, usability and interpretation
- Establish and enforce a Data Quality Framework of policies, processes, quality measures, information standards and requirements
- Identify and establish an effective cross-participant team to drive the organization's Data Governance practices
- Work with data managers, data stewards and technical staff to implement data cleansing plans and participate in the root cause analyses of data quality issues
- Provide healthcare community with guidance, standards and consultation to enable stakeholders to develop common and accepted data definitions for all shared data
- Develop robust information and data management practices that facilitate compliance with regulations and are understood and accepted by stakeholders
- Recognize areas where existing practices require change or where new ones need to be developed to ensure Data Governance objectives are met
- Ensure that relevant stakeholders are kept fully informed of the changes introduced by the Data Governance framework and encourage them to champion the changes in their organizations
- Drive explicit understanding of the value to be derived from the organization's data assets
- Seek out program, process and technological improvements/innovations that will:
 - foster improved data quality and reporting
 - balance access to information with the need for security of data
 - eliminate redundancies and create consistency
 - improve the reliability, accuracy, and confidence in information

Council Membership

Any Health Current Participant organization in good standing may nominate a qualified representative from their organization to participate as a member of the Data Governance Council. Nominations will be considered for membership by the Health Current Nominating Committee, which will make the final recommendation for Council membership to the Health Current Board of Directors. Members shall have an understanding of data management practices, data quality assurance methods, data compliance requirements and data standards.

Conflict of Interest Policy

The Health Current Conflict of Interest Policy requires that each Council member disclose fully any relationships that could result in an actual or potential conflict between the person's personal interests and the interests of Health Current. Each Council member must complete an Annual Conflict of Interest Disclosure Statement in order to remain in good standing. Failure to comply may result in removal from the Council.

Council Size

The Council will consist of 10-15 members or as otherwise directed by the Board of Directors.

Council Term Length & Limits

Council membership terms will be two (2) years, provided Council member is a representative of Health Current Participant that remains in good standing throughout the term. Members may serve consecutive, or non-consecutive, terms with no limit.

The initial Council will be established such that term lengths are staggered.

Council Meetings

The Council is expected to meet six (6) times per year and each meeting will be scheduled for 90 minutes. The frequency and length of meetings may be adjusted based on the business of the Council. In-person attendance at the Health Current office in Phoenix is encouraged, but telephonic and webinar participation will be available.

Council Chair

The Chair of the Data Governance Council shall be a representative of the Council and will be elected by the Council. The Chair shall preside at the meetings of the Council. The term of the Chair will be one (1) year; the Chair may serve consecutive terms without limitation. The Council by a majority vote may remove the Chair.

Council Vice Chair

The Vice Chair of the Data Governance Council shall be a representative of the Council and will be elected by the Council. The term of the Vice Chair will be one (1) year; the Vice Chair may serve consecutive terms without limitation. In absence of the Chair, the Vice Chair shall preside at the meetings of the Council. In the event the Chair is unwilling or unable to serve the entire term and during any interim period between Chairs, the Vice Chair shall assume the Chair's responsibilities as Interim Chair until a new Chair is elected by the Council. The Council by a majority vote may remove the Vice Chair.

Executive Sponsor

The Health Current Chief Executive Officer will identify a member(s) of the Executive Management team who will serve as sponsor to the Council.

Meeting Agenda

The Executive Sponsor will be responsible for preparing and distributing the agenda and supporting documentation to the Council members prior to the Council meeting. The agenda will prescribe the order in which the Council conducts business.

Meeting Minutes

The Executive Sponsor will be responsible to ensure the documentation and distribution of minutes for each meeting.

Quorum

A majority of the number of Council members shall constitute a quorum for any meeting of the Council. Representatives may not vote by proxy or designate a different individual to represent them at a Council meeting; such individuals will be considered as guests and will be allowed to participate in the meeting due to the representative's absence but will not be allowed to vote.

Approval Requirements

A majority of the Council members in attendance at a Council meeting at which a quorum is present shall be necessary for approval of any action by the Council.

Last edit date: March 16, 2018

Board Approval Date: March 27, 2018