

ROSWELL PARK CANCER INSTITUTE CORPORATION
IT Oversight Committee Meeting

Minutes of the Roswell Park Cancer Institute Board IT Oversight Committee meeting held Wednesday, November 15, 2017 at 8:30 AM in the Patrick P. Lee Board Room, 9th floor of the Scott Bieler Clinical Sciences Center.

Present: Ken Manning, Esq., Chair
Gregory Daniel, MD
Chuck Fried
Inder Koul (telephonically)
Chris Lorenz (telephonically)
Dan Magnuszewski
Julieta Ross
Shaun Stoltz
Candace Johnson, PhD, President & CEO

Excused: Anne Gioia
Dan Magnuszewski
Elyse NeMoyer

Staff: Aaron Berger, Senior Cybersecurity Architect
Ami Coleman, Director IT Quality Assurance
Christopher Darlak, Deputy CIO
Betsy Doty-Lampson, Administrator -Board of Directors
Victor Filadora, MD, Chief of Clinical Services
Shirley Johnson, Senior Vice President / Chief Nursing Officer
Patient Care & Nursing Services
Kerry Kerlin, Chief Information Officer
Boris Kuvshinoff, MD, Chief Medical Officer
Kim Ritze, Chief Information Security Officer
Michael Sexton, Chief Institute Operations Officer,
General Counsel and Corporate Secretary
Everett Weiss, MD Chief Medical Information Officer

I. Chairman's Opening Remarks

Mr. Manning welcomed all and thanked everyone for attending. Mr. Manning thanked Julieta Ross for her time spent with the Committee and wished her well in her new adventures. After speaking with Mr. Joseph and Dr. Johnson and receiving their approval on the new Committee Member, Genevieve Schmpfle will be joining the Committee in December.

II. Minutes

Mr. Manning asked for a motion to approve the August 10, 2017 minutes, *which was made by Mr. Fried, seconded by Mr. Stoltz and unanimously approved.*

III. Co-location

Mr. Kerlin spoke on the request for funding \$993,370 to add new computer hardware to the new co-location Data Center that is being established at the Victory Tech Center (VTC) located in Lackawanna, NY. This additional hardware is necessary to give RPCI the capacity to meet current RPCI application recovery time standards for many critical applications in the event of a disaster that affects the primary data center at 901 Washington Street, Buffalo.

Mr. Stoltz asked for a motion to approve the funding in the amount of \$993,370 to add new hardware to the new data center that is being established at the VTC, which was seconded by Ms. Ross and unanimously approved.

Mr. Stoltz asked for a motion to move into Executive Session for updates on System Selections and Business Continuity; said motion was seconded by Ms. Ross and unanimously approved.

Updates

Mr. Kerlin reported on Business Continuity planning. He indicated that the purpose of business continuity planning is to ensure that essential business operations can continue in the event that computer systems are not available, by documenting the process that the business will follow until the computer systems are restored. He then gave the approach to sound business continuity planning with the three main components: Business Impact Analysis; Crisis Planning and Business Continuity Testing.

Mr. Kerlin then gave an update on the Enterprise Resource Planning and stated that he would give a more detailed report at the next meeting.

Mr. Kerlin then turned to the community EHR collaboration, and indicated that much progress has been made with this collaboration and that over the next few weeks several meetings will be held to ensure that everyone involved is educated and ready to move forward with this.

Mr. Stoltz made a motion to return to Open Session, which was seconded by Ms. Ross and unanimously approved.

Quality Assurance

Ms. Coleman spoke next on IT Quality Assurance & Compliance. She indicated that Information Technology adopts a structured approach to ensuring quality and reducing risk when delivering IT products and services to the organization.

End User Experience

Mr. Manning indicated that due to time, the End User Experience will be on the agenda for the next IT Committee meeting.

Mr. Manning asked for a motion to adjourn the meeting which was made by Mr. Stoltz, seconded by Ms. Ross and unanimously approved.


Michael B. Sexton, Secretary