

**ROSWELL PARK CANCER INSTITUTE CORPORATION**  
**IT Oversight Committee Meeting**

Minutes of the Roswell Park Cancer Institute Board IT Oversight Committee meeting held Thursday, February 22, 2018 at 8:30 am in the Patrick P. Lee Board Room.

**Present:** Ken Manning, Esq., Chair  
Inder Koul (telephonically)  
Elyse NeMoyer  
Christine Lorenz  
Shaun Stoltz  
Genevieve Schimpfle  
Candace Johnson, PhD, President & CEO

**Excused:** Anne Gioia  
Dan Magnuszewski

**Staff:** Michael B. Sexton, Esq, Chief Administrative Officer, General Counsel and  
Corporate Secretary  
Christopher Darlak, Deputy Chief Information Officer  
Betsy Doty-Lampson, Administrator - Board of Directors  
Victor Filadora, MD, Chief of Clinical Services  
Boris Kuvshinoff, MD, Chief Medical Officer  
Kim Ritze, Chief Information Security Officer  
Gregory McDonald, Chief Financial Officer  
Ryan Grady, Vice President - Financial Administration  
Everett Weiss, MD, Chief Medical Information Officer  
Camille Wicher, Vice President for Clinical Research Services and  
Paul Visco, Assistant Vice President - Tech Development & Acquisition  
Laurel DiBrog, Chief Marketing and Communication Officer  
Ericka N. Bennett, Associate General Counsel

Mr. Manning opened the meeting.

**I. Chairman's Opening Remarks**

Mr. Manning welcomed all attendees, and thanked everyone for attending.

**II. Minutes**

*Mr. Manning asked for a motion to approve the December 22, 2017, special meeting minutes, which was made by Ms. NeMoyer, seconded by Mr. Stoltz and unanimously approved.*

*Mr. Manning asked for a motion to approve the November 15, 2017, meeting minutes, which was made by Ms. NeMoyer, seconded Ms. Lorenz and unanimously approved.*

### III. ERP Update

Mr. Darlak provided an update on the Enterprise Resource Planning project. KPMG has been engaged to assist with the project. KPMG suggested that the RFP be broken into separate parts, and their recommendation was instituted. The RFP responses are currently under review, and the reviewers will provide a recommendation to the Committee.

### IV. Strata Approval (Budget Planning Software)

Mr. Darlak provided an update concerning the RFP process and evaluation of potential vendors of budget planning software. Bidders were given the opportunity to provide demos. Mr. Grady stated there has been a recent increase in the number of software options available in this area. Mr. Grady stated that end users were involved in the software evaluation and provided positive feedback on the Strata Decision Technology software. *Ms. NeMoyer made a motion to approve the purchase in the total project amount of \$2,216,000, which was seconded by Ms. Lorenz and unanimously approved.*

*A motion was made by Mr. Stoltz and seconded by Ms. NeMoyer, to move into Executive Session to discuss the IT Security Update, additional measures being taken by the IT department, and an update on the community solution project for medical record software, as well as personnel matters. Said motion was unanimously approved.*

### V. IT Security Update

Ms. Ritze spoke about cyber security program updates, such as the results of recent penetration test and multifactor authentication for Roswell Park employees. Ms. Ritze also discussed a proposed policy for scheduling software patches, and provided the quarterly information security scorecard.


### VI. Community Solution Update (EPIC)

Mr. Darlak and Dr. Johnson provided an update on plans for a community collaboration for electronic health records. This project currently is evaluating the potential for implementation of an EPIC medical record at Roswell, the Catholic Health System, and eventually possibly Kaleida. Mr. Darlak and Dr. Johnson stated that they have been in contact with other institutions and cancer centers to discuss their experiences with similar arrangements and the governing structure they utilized for their collaborations. A decision on whether to proceed will be forthcoming in the near future.

### VII. IT Discussion

Dr. Johnson provided an update about recent personnel changes and future plans for the IT department.

*A motion was made by Mr. Stoltz and seconded by Ms. NeMoyer to return to Open Session and to adjourn the meeting. Said motions was unanimously approved.*

  
Michael B. Sexton, Secretary