

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

Minutes of the Roswell Park Cancer Institute Board IT Oversight Committee meeting held Thursday, May 24, 2018 at 8:30 AM in the Patrick P. Lee Board Room.

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

**Excused:** Dan Magnuszewski  
Gregory Daniel

**Staff:** Michael B. Sexton, Esq, Chief Administrative Officer, General Counsel and Corporate Secretary  
Christopher Darlak, Deputy Chief Information Officer  
Laurel DiBrog, Chief Marketing and Communication Officer  
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  
Shirley Johnson, Senior Vice President, Nursing Administration  
Paul Visco, Assistant Vice President - Tech Development & Acquisition  
Betsy Doty-Lampson, Administrator - Board of Directors  
Ericka N. Bennett, Associate General Counsel

**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 February 22, 2018, meeting minutes, which was made by Ms. Lorenz, seconded Ms. NeMoyer and unanimously approved.*

### III. Enterprise Resource Planning Applications Update

Mr. Darlak provided an update on the Enterprise Resource Planning ("ERP") project. Mr. Darlak introduced Vince Vickers, a member of the healthcare technology group of KPMG that is assisting the IT department with the Request For Proposal ("RFP") process. Mr. Darlak stated that the IT department began partnering with KPMG about a year ago. Mr. Darlak stated that, with KPMG's assistance, the department was able to ensure demonstrations conducted by companies responding to the RFP actually lined up with what was needed. Mr. Darlak stated that they are replacing three components of the current system: traditional ERP applications, E-Time System and Net Learning System. Mr. Darlak provided an overview of the procurement process in which the IT department engaged. Five proposals were submitted, one of which was subsequently withdrawn. Following the initial review, four vendors were left for evaluation. Mr. Darlak described the benefits of working with some of the top scoring vendors, including the ability to use mobile technology, best practice automation and participation in the vendor's community consisting of other clients.

### IV. Cisco Switch Refresh

Mr. Darlak stated that IT is in the final phase of the Cisco switch refresh. He also noted that the system in the main hospital has been switched.

Mr. Darlak provided an update concerning the RFP process and evaluation of potential vendors for budget planning software. Bidders were given the opportunity to provide product demonstrations. 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.

*A motion was made by Ms. NeMoyer to approve the purchase \$941, 931, for the final phase of the Cisco switch refresh which was seconded by Ms. Lorenz and unanimously approved.*

*A motion was made by Ms. Gioia and seconded by Ms. NeMoyer, to move into Executive Session to discuss the Microsoft License Agreement extension, the patch management update, community solution update and the Medical records issues relating to the from CCS Oncology bankruptcy.*

### V. Microsoft License Agreement Extension:

Mr. Sexton provided information on a Microsoft License Agreement that was processed on the last business day of the 2017 fiscal year. Mr. Sexton provided the Committee members with background information on the contract and requested retroactive approval of the three year, \$2.9 million contract along with a recommendation to the Finance Committee and the Board to approve the contract. Mr.

Manning stated that he is comfortable that the contract is valid and necessary.

**VI. Patch Management Update**

Ms. Ritze provided an update on the patch management project. Ms. Ritze stated that the written standard operating procedures were updated. Ms. Ritze stated that the department is closing the gap with maintenance of the Windows program, and removing unnecessary components from the system.

**VII. Community Solution Update (EPIC):**

Dr. Weiss provided an update on plans for a community EMR jointly owned by Roswell and other hospital systems. Dr. Weiss stated that some potential partners have financially invested in their electronic health record systems, and therefore may not be willing to enter into the proposed arrangement. Potential benefits include increasing the overall efficiency, improving the end user experience, and working with the community partners could allow for a more complete medical record, Dr. Weiss stated, but there is a significant cost to the proposed arrangement. He also noted, when examining the pre-implementation timeline, there is a lot of work necessary to prepare for this. In addition, he stated that there have been a lot of conversations surrounding the governance structure for the proposed arrangement. Dr. Johnson provided additional information on the positions of the potential partners.

**VIII. CCS Oncology Update**

Dr. Johnson and Mr. Visco provided an update concerning CCS Oncology records being transferred to Roswell Park, as custodian of the records.

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

  
Michael B. Sexton, Secretary