

ROSWELL PARK CANCER INSTITUTE CORPORATION
IT Oversight Committee Meeting

A meeting of the IT Oversight Committee of Roswell Park Cancer Institute Corporation was held on Wednesday, March 10, 2021 at 8:30 a.m. in the Scott Bieler Clinical Science Center, 10th Floor, Joseph Family Conference Room

Present: Ken Manning, Esq., Chair
Meghan Corcoran (via WebEx)
Gregory Daniel (via WebEx)
Chuck Fried (via WebEx)
Jason LeRoy (via WebEx)
Gail Mitchell (via WebEx)
Elyse NeMoyer (via WebEx)
Genevieve Schimpfle (via WebEx)
Hannah Taylor (via WebEx)
Candace Johnson, PhD, President & CEO

Excused: Michael Joseph
Shaun Stoltz

Staff: Eugene Cullen, Vice President, Internal Audit
Christopher Darlak, Deputy Chief Information Officer (via WebEx)
Laurel DiBrog, Chief Marketing and Communication Officer (via WebEx)
Betsy Doty-Lampson, Administrator –Board of Directors
Thomas Furlani, Chief Information Officer
Ryan Grady, Vice President of Finance
Shirley Johnson, Chief Clinical Operations Officer, (via WebEx)
Boris Kuvshinoff, Chief Medical Officer (via WebEx)
Patrick Lee, Director, Enterprise Applications
Gregory A. McDonald, Chief Financial Officer
Jon Neumeister, Executive Director, Clinical Revenue Cycle & Clinical Practice Plan
Wendy Raber, Executive Assistant, Information Technology (via WebEx)
Raghu Ram, Vice President of Value-Based Care Optimization and Community Clinical Collaboration (via WebEx)
Adam Rosen, Chief Information Security Officer (via WebEx)
Michael B. Sexton, Senior Vice President and Chief Legal Officer, and Corporate Secretary
Paul Visco, Chief Technology Officer

Minutes/Opening Remarks

Mr. Manning welcomed all to the meeting and indicated that there was a full agenda. He then moved to the review of the Minutes from the IT Oversight meeting held on Wednesday,

December 2, 2020. After review, *a motion was made for approval by Ms. Mitchell, seconded by Ms. NeMoyer and unanimously approved.*

Mr. Manning then proceeded to note a full agenda and wanted to extend his thanks to a number of individuals for their work over the past few months. In regard to the WorkDay project, he particularly thanked Mr. Furlani, Amy Coleman, Patrick Lee and Mike Pilato for their excellent work on behalf of the IT Department.

Mr. Manning also acknowledged that Jason LeRoy will be joining the Committee from OmniSeq and he also recognized the excellent service of Chris Lorenz who is retiring from the Committee. He noted Ms. Lorenz's contributions to the Committee and also her great support of the Alliance Foundation.

Board Approvals

Mr. Manning turned the meeting over to Mr. Furlani for a review of contracts requiring approval.

Mr. Fried asked why such a good deal was available and what will be done now to ensure that Roswell Park will not have the same storage problem five years from now.

Mr. Furlani replied that it is likely that Roswell Park will be moving to Cloud computing and Cloud storage that will hopefully mitigate these concerns in the future. Ms. Taylor noted that Roswell Park has done well to have a local redundant Data Center, but she noted that this could be a problem in the event of a natural disaster affecting large portions of the region. She inquired as to whether there has been any consideration of locating data storage outside of Western New York. Again, Mr. Furlani noted that the move to the Cloud in the future will hopefully mitigate some of this concern.

A motion was made to approve the Research Computing Refresh by Ms. NeMoyer, seconded by Ms. Schimpfle, and unanimously carried. A motion was made by Ms. Mitchell to approve the

Research Computing Storage Refresh, which was seconded by Ms. NeMoyer and unanimously approved.

Ricoh Multifunction Printers and Service

The next contract reviewed by Mr. Furlani was the Ricoh multifunction printer and service. A three (3) year contract for \$1.1M including \$105,000 of capital and \$968,000 of operations costs is involved, covering 331 printers. Mr. Furlani noted that Roswell Park prints an amazing 1.2 million copies per month. Ricoh people will be on campus and this involves an extension of the current relationship for one (1) year with an option for two (2) one (1) year renewals. This gives the IT Department time to do an overall document electronic management system evaluation and replacement. An RFP was done, and Ricoh had the best deal and the procurement methodology for this extension is the Vizient GPO. *A motion for approval was made by Ms. NeMoyer, seconded by Ms. Mitchell, which was unanimously approved.*

Ms. Mitchell then made a motion for Executive Session to discuss Information Security Updates and the Revenue Cycle System. The motion was seconded by Mr. Fried and unanimously carried.

Athena IDX Revenue Cycle Replacement Preplanning

Chris Darlak reviewed the Athena IDX Revenue Cycle system. The current Cerner Envision remotely hosted system is end of life and must be replaced. Mr. Darlak described what the new revenue cycle system will do.

Mr. Darlak noted that RFPs are currently being finalized to hire consultants and legal assistance to assist both in the negotiation of the agreements with AthenaHealth and also to negotiate the contract with the implementation partner on the revenue cycle project. Part A of the current RFP process is legal support for the negotiation of the implementation partner and vendor contracts and Part B of the current RFP is for executive staffing to backfill during the implementation process.

Information Security Update

Mr. Rosen then gave an IT Security update. He informed the Committee about a hacking attack into the Microsoft exchange by a hacking group emanating from China. This was a zero event, in which the vulnerability was not known prior to the event and there was no patch at the time the event occurred.

Mr. Rosen also informed the Committee on the Phishing exercises which have taken place since November, 2020. Two types of exercises were circulated and most staff in the Institution were tested at least twice over the last six months. The current failure rate is 4.4% down from 16%, which is positive.

Mr. Rosen focused on areas of emphasis for Information Security for Fiscal Year 2022. IT Security will support IT projects, work on remote access, Cloud storage and Cloud computing. An inventory of all IT assets is in process in order to monitor legacy systems and patching issues. A patching and vulnerability program is in the process of being developed and implemented. Data loss tools for the network and mobile status are also being worked on. Roswell Park's security monitoring capabilities are in the process of being upgraded with a more modern system.

Mr. Rosen noted that employees are the last layer of defense, and therefore, employee awareness and training are critical. Incident response training will be coordinated with IT. Mr. Rosen also updated on the tabletop hacking exercise that took place several months previously, conducted by the Beckage Law Firm. These tabletop exercises will be conducted annually.

A motion was made to return to Open Session by Ms. Mitchell, seconded by Ms. NeMoyer, and unanimously approved.

In Open Session, a motion was made by Ms. Mitchell, seconded by Ms. NeMoyer to approve the selection of KPMG as the negotiating partner for the Athena IDX Revenue Cycle project. That motion was unanimously approved.

Information Technology Updates

IT Security Hires

Mr. Furlani gave an IT Department update. He noted that two IT security staffers have been hired to help out in this area and adding resources.

MS Teams Usage

He noted that Microsoft Teams implementation has been a major success in terms of remote meetings noting that in the last month, 6,000 Teams meetings had been held. He also reported on clinical IT support, Wi-Fi access, network connectivity enhancement and the implementation of client laptops in the pre-op department. A dedicated IT resource is going to be embedded in Periop in order to ensure smooth operation.

Virtual Desktop Pilot Project in Clinics

Virtual Desktops are being piloted in the clinics and if successful would assist with patching processes to enhance security. This will allow for connection to the EMR and a much improved log-

in process of 15 seconds instead of two minutes. This is going to be a major provider satisfier going forward.

Continuity of Operations

Workday Transformation

Mr. Furlani reported on the successful implementation of WorkDay. He indicated that the contract terms were well done, the system is now "Live" and the "Go Live" went very well. There were no problems with payroll and the system is stable.

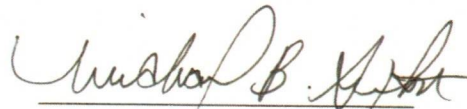
Mr. Darlak reviewed the implementation process and noted that WorkDay was implemented within two (2) years with an extended timeline of six (6) months due to Covid.

Mr. Darlak and Mr. Furlani reviewed the various assets of the WorkDay implementation noting that it was a very large amount of work and went very well.

IT Support for COVID Vaccinations

Mr. Furlani also reviewed IT support for the vaccination program. Roswell Park has vaccinated over 6500 people as of the date of this meeting. Roswell Park also has the lead in the IT effort at the Kevin Guest House. This has been very well received.

There being no further business, *a motion to adjourn the meeting was made by Ms. NeMoyer, which was seconded by Ms. Mitchell and unanimously carried.*



Michael B. Sexton, Secretary