NEHA Informatics Committee - Meeting Notes
October 17, 2017 @ 2:00pm ET

Roll Call: Mel Knight, Sarah Schacht, Douglas Done, Jason Ravenscroft, Tim Callahan, Eric Brown, Darryl Booth, Neil Grinwis, Scott LeRoy, Solly Poprish, Hope Roobol, Daneen Farrow-Collier, Donata Green

<table>
<thead>
<tr>
<th>Action Item(s)</th>
<th>Person Responsible</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Complete doodle poll for in-person meeting</td>
<td>All</td>
<td>11/14/17</td>
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<tr>
<td>Review RFP notes – send comments by</td>
<td>All</td>
<td>11/14/17</td>
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<tr>
<td>Promote IDEA EH</td>
<td>All</td>
<td>On-going</td>
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- **Items discussed**
  - Developing a RFP
    - Want to develop something for smaller jurisdictions – potential to scale up
    - Provide guidance around strategy for implementing systems
    - Consider what new expectations/requests health departments are seeing that they would need to consider in RFPs
    - Idea of an RFP outline
    - Idea for NEHA to facilitate a collection of RFPs and put them in a repository to be browsed and used as models
    - Pre-RFP assessment to help guide system requirements
    - Building block items to consider
    - Potential for sub-committee to focus on this

- **Next meeting date**
  - November 21, 2017 @ 2pm ET