IDAHO HEALTH INSURANCE EXCHANGE
IT SUBCOMMITTEE
MINUTES
May 15, 2013

Idaho Health Insurance Exchange IT Subcommittee convened at:
Pete T. Cenarrusa Bldg.
450 W. State Street
Boise, Idaho 83702

SUBCOMMITTEE MEMBERS PRESENT

Frank Chan, Chairman
Richard Armstrong
Mark Estess
Zelda Geyer-Sylvia
Fernando Veloz
Scott Kreiling

OTHERS PRESENT

Rick Moran
Drew Hall
Philip V. Brozenick
Amanda Stange
David Butter
Lance Hatfield
David J. Watton
Kim Thurston

CALL TO ORDER

Following proper notice in accordance with Idaho Code, Section 67-2343, and pursuant to call by the Chairman, the IT Subcommittee meeting of the Idaho Health Insurance Exchange was called to order by Frank Chan, Chairman of the Subcommittee, at 8:02 a.m. on Wednesday, May 15, 2013, at the Pete T. Cenarrusa Bldg., 450 W. State Street, Boise, Idaho.

ROLL CALL

Richard Armstrong called the roll. Roll call showed **six (6)** members present. With **five (5)** voting members present and **one (1)** non-voting member present. Chairman Chan declared a quorum.

AGENDA AMENDMENTS

Frank Chan, Chairman, opened the floor for any amendments to the agenda, there being none, the IT Subcommittee advanced to the next order of business.

ADOPTION OF MINUTES FROM SUBCOMMITTEE MEETING ON MAY 7, 2013

Motion: Fernando Veloz moved that the minutes of the May 7, 2013, Subcommittee meeting be adopted as prepared.

Second: Scott Kreiling

Roll Call Vote:

Ayes: **Frank Chan, Chairman, Mark Estess, Scott Kreiling, Zelda Geyer-Sylvia, and Fernando Veloz**

Nays: None

Motion Carried

REVIEW FINANCE SUBCOMMITTEE GUIDANCE

Fernando Veloz reported the Finance Subcommittee interviewed three (3) banks and made a recommendation to the Idaho Health Insurance Exchange Board to accept Idaho Independent Bank as the bank for Idaho Health Insurance Exchange.

The Finance Subcommittee is looking into hiring a bookkeeper to set up the books. At a later date, the goal will be to hire an accounting firm.

REVIEW OPERATIONS SUBCOMMITTEE GUIDANCE

No additional updates to discuss.

REVIEW SHOP SUBCOMMITTEE GUIDANCE

No additional updates to discuss.

REVIEW OUTREACH AND EDUCATION SUBCOMITTEE GUIDANCE

Mark Estess reported that the Outreach and Education Subcommittee released a Request for Information (RFI) to a large list of respondents. The scope of the RFI is to define credentials, capacity, and their financial resources for future support. RFI is due May 16, 2013. Future RFP plans were also discussed.

DISCUSS INSUREDIDAHO.COM EMAIL ADDRESSES

Discussed setting up e-mail addresses for the board member and employees of the Idaho Health Insurance Exchange.

Handouts containing information regarding guidance and recommendations on how e-mail addresses should be formatted were given to the Subcommittee members and discussed.

Discussed security protocols and business agreements that might be involved with setting up a temporary e-mail system.

A working Idaho Health Insurance Exchange website was discussed. Mark Estess volunteered to take discussions regarding setting up an RFI to define the integration of functional and operational aspects of developing a website to the Outreach and Education Subcommittee. Mark Estess also volunteered to discuss developing an RFI with Executive Director, Amy Dowd.

DISCUSS OUTCOMES FROM CMS/CMCS CALL ON MAY 10, 2013

Rules engine, portal and application were highlighted in the CMS/CMCS call.

Questions around tracking the brokers in the Idaho Health Insurance Exchange for reimbursement were discussed. How these fees are tracked was also a concern.

Steps for developing an outline for discussions with CCIIO were discussed as follows:

- Confirm with CCIIO that there is a technical solution of tracking broker information in their system.
- Confirm with CCIIO that Idaho can continue to use its broker certification process while using their system.

Discussed having a "parking lot" available where items that need to be addressed are visible to Board members and Executive Director, Amy Dowd.

REVIEW HIGHLIGHTS FROM IDAHO EXCHANGE PROGRESS REVIEW CALL WITH CCIIO ON MAY 13, 2013

Chairpersons from the Education and Outreach, SHOP, and IT subcommittees provided updates to CCIIO on their respective subcommittee areas.

Frank Chan informed CCIIO that the Idaho Health Insurance Exchange Board agreed to use the federal supported services to meet the October 1, 2013 deadline. CCIIO was pleased with the Board's decision.

DISCUSS SERVICE INTEGRATOR RFP

- **FEDERAL SERVICES (TRACK 1)**
- **STATE SERVICES (TRACK 2)**

Putting together a working group to develop a one (1) page platform that will show (Track 1) and (Track 2) was discussed. Upon further discussion it was decided that Mark Estess would request a timeline for all processes from Executive Director, Amy Dowd. Amy Dowd will start work May 17, 2013.

NEXT SCHEDULED IT SUBCOMMITTEE MEETINGS:

May 17, 2013, 3:00 p.m. to 4:00 p.m.
May 24, 2013, 8:00 a.m. to 10:00 a.m.

ADJOURNMENT

There being no further business to come before the Subcommittee, Chairman Chan adjourned the meeting at **9:30 a.m.**

Respectfully signed and submitted by:

Frank Chan, Chairman

Kim Thurston, Administrative Assistant