

Minutes

Idaho Health Insurance Exchange Board Committee meeting

Date: Tuesday, April 23, 2013

Time: 8:30am

Place: Idaho State Capitol Building, Lincoln Auditorium

Members Present: Interim Chair Stephen Weeg, Mark Estess, Karen Vauk, Dave Self, Scott Kreiling, Zelda Geyer-Sylvia, Hyatt Erstad, Tom Shores, Frank Chan, Jeff Agenbroad, Kevin Settles, Dr. John Livingston, Margaret Henbest, Senator Jim Rice, Representative Kelley Packer and Representative John Rusche

Member Non-Present: Fernando Veloz

Non-voting & ex-officio members: Director William Deal, Director of Insurance for the State of Idaho and Richard Armstrong, Director of Health & Welfare for the State of Idaho

Convened: Interim Chair Stephen Weeg called the meeting to order at 8:30am.

Stephen Weeg reviewed committee chairs.

They are as follows:

Governance – Senator Jim Rice

Finance – Jeff Agenbroad

IT – Frank Chan

Operations – Dr. John Livingston

Marketing – Mark Estess

SHOP – Margaret Henbest

Presentation by Mr. Frank Chan. Mr. Chan presented and discussed a document titled *Collaborative Environment and Life Cycle Governance-Exchange Reference Architecture Supplement*. The document detailed the deliverables and capabilities required to operate as a certified health insurance exchange pursuant to the ACA. The link to the document will be forwarded to all board members.

Interim Chair Weeg led the board in a discussion of the requirements for the start-up phase of the exchange (i.e. staffing, office, interim funding, etc.). Mr. Weeg suggested researching whether a

financial institution would provide a line of credit for start up expenses until grant monies are directly available to the exchange.

Dr. Livingston suggested giving Mr. Weeg authority to hire an attorney to assist in creation of by-laws and a conflict of interest document. Sen. Rice made a motion on Dr. Livingston's suggestion and a second was provided by Rep. Rusche. The motion carried unanimously.

Given the amount of work to accomplish, Mr. Weeg suggested that the next board of directors' meeting should be a half day session. Ms. Geyer-Sylvia suggested weekly or bi-weekly meetings through the end of June, 2013. The next full board meeting has been scheduled for 5/9/13 in the Lincoln Auditorium at the Idaho state capitol building. The times will be determined, circulated to board members, and posted for the public per Idaho Open Meeting Laws.

Senator Rice made a motion to move into executive session for the purpose of interviewing a candidate for the position of executive director of the Idaho Health Insurance Exchange. Second to the motion was made by Mr. Kreiling. All voting members voted yes in a roll call vote.

(The board conducted an employment interview with Ms. Amy Dowd in executive session.)

The board reconvened in public session and a move was made by Representative Rusche to give Mr. Weeg the authority to make an offer of employment to Ms. Dowd. Ms. Henbest made the first motion and Representative Rusche provided a second to the motion. All voting members voted yes.

The board continued with discussion of obtaining banking services. Representative Rusche made the first motion to assign this responsibility to finance committee chair Jeff Agenbroad. A second to the motion was made and all voting members voted yes. Mr. Weeg said recommendations were required for check signing authority. Ms. Geyer-Sylvia stated that her perspective was the first task of the Governance committee should be to create of slate of candidates for officers. Representative Rusche made the first motion that the chair of the Finance Committee act as Interim Treasurer. Second motion was made. All voting members voted yes.

After brief discussion of obtaining legal counsel, it was determined that Mr. Weeg would accept suggestions of law firms to interview for information their experience and fees. He was given authority to retain counsel following his research in order to move various processes requiring legal assistance forward.

Mr. Weeg expressed his support for representatives of the board of directors to attend, if possible, the CCIIO outreach and marketing in Colorado, 5/21-22/13. Mr. Estess, chair of the Outreach & Marketing committee concurred. Mr. Weeg also brought up website branding. Mr. Chan indicated he had reserved the URL "Insured Idaho" as a placeholder and showed a mock website to the board. Mr. Self

suggested that the Outreach & Marketing committee bring back recommendations to the full board. The committee will add both items to their meeting agenda.

Rep. Packer stated that the most appropriate technology vendors need to be selected for the exchange, and inquired as to the process to be used. Mr. Weeg said the IT committee will manage the IT vendor review process.

The board adjourned to allow the committee chairs and members to briefly meet and determine each committee's meeting schedule. Interim chair Weeg called the board meeting back to order and each committee chair advised of their committee's meeting date, time, and place.

IT – Frank Chan, Chair – Committee will meet on Thursday, 4/25 at 1:30pm for two hours at the H&W building. Will discuss scope of committee, various vendors and program managers.

Finance – Jeff Agenbroad, Chair – Committee will meet on Thursday, 4/25 at 3:00pm for 30 minutes at the Joe Williams State Building in the Department of Insurance meeting room. Will discuss a short term bank loan, grants & fee structure.

Operations – John Livingston, Chair – Committee will meet on Friday, 4/26 at 10:00am in the Governor's conference room at the Capitol Building. Will discuss office space, developing an operation plan and procurement document.

Governance – Senator Jim Rice, Chair – Committee will meet on Friday, 4/26 at 9:00am for two hours in the 2nd floor meeting room at the Capitol Building. Will discuss by-laws, legal counsel and officers, and a working document.

Marketing/Outreach – Mark Estess, Chair – Committee will meet on Wednesday, 5/1 at 9:00am for two hours at the PacificSource Health Plans office. Will discuss core responsibilities of timelines and special requirements for tribal conditions.

SHOP – Margaret Henbest, Chair – Committee will meet on Wednesday, 5/1 at 11:00am for one hour at the PacificSource Health Plans office. Will discuss SHOP requirements within the Federal requirements.

Mr. Weeg said he would contact Ms. Dowd and extend the offer of employment as executive director. The next Idaho Health Insurance Exchange Board meeting is scheduled for 5/9/13, 1:00pm at the Idaho state capitol building.

There being no further business, Interim Chair Weeg adjourned the meeting at 12:00pm.