IDAHO HEALTH INSURANCE EXCHANGE
IT SUBCOMMITTEE
MINUTES
May 7, 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 - Teleconference

OTHERS PRESENT

Tammy Perkins
Rick Moran
Drew Hall
Lori Wolff
Russ Barron
Greg Kunz
Kate Haas
Peter Sorensen
Melanie Houston
Melanie Schoerberger
Larry Carlos
Gabriel Hamilton
Jean Deluce
Bill Roden
Amanda Stange
Keith Johnson
Kim Thurston

CALL TO ORDER

Following proper notice in accordance with Idaho Code, Section 67-2343, and pursuant to call by the Chairman, the Subcommittee meeting of the Idaho Health Insurance Exchange was called to order by Frank Chan, Chairman of the Subcommittee, at 4:03 p.m. Tuesday, May 7, 2013, at the Pete T. Cenarrusa Bldg., 450 W. State Street, Boise, Idaho.

ROLL CALL

Richard Armstrong called the roll. Roll call showed **four (4)** members present. With **three (3)** voting members present and **one (1)** non-voting member present, Chairman Chan declared a quorum. Zelda Geyer-Sylvia arrived and Scott Kreiling called in shortly after roll call was complete, changing number of Subcommittee members present to **five (5)** voting members and **one (1)** non-voting member.

AGENDA AMENDMENTS

Frank Chan, Chairman proposed amending the agenda as follows:

> In section Review Operations Subcommittee Guidance, change agenda to include Mr. Mortell having discussions on procurement policy; and in the section for Executive Session, change agenda to be reworded as follows:
>
> Executive Session – The Subcommittee will be going into Executive Session under Idaho Code §67-2345(1)(d) to discuss legal documents not subject for disclosure under Public Records.

Motion: Mark Estess moved that the agenda be amended in section Review Operations Subcommittee Guidance to add, Mr. Mortell to have discussions on procurement policy and also the Executive Session to be reworded as follows:

Executive Session – The Subcommittee will be going into Executive Session under Idaho Code §67-2345(1)(d) to discuss legal documents not subject for disclosure under Public Records.

Good faith reason item not included in posted agenda:

Advised by legal counsel immediately prior to May 7, 2013 Subcommittee meeting.

Second: Fernando Veloz

Roll Call Vote:

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

Nays: None

Motion Carried

ADOPTION OF MINUTES FROM SUBCOMMITTEE MEETING ON MAY 2, 2013

Motion: Fernando Veloz moved that the minutes of the May 2, 2013, Subcommittee meeting be adopted as prepared.

Second: Mark Estess

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 Idaho Health Insurance Exchange has received an Employee ID Number as well as receiving a Vendor Number from the State. Discussed business processes for the Idaho Health Insurance Exchange.

REVIEW OPERATIONS SUBCOMMITTEE GUIDANCE

Frank Chan, Chairman reported a procurement policy and an RFI template were sent out to the Idaho Health Insurance Exchange Board members May 7, 2013. Hiring of temporary employees was discussed. Idaho Health Insurance Exchange now has a physical address.

Mr. Mortell reported that a procurement policy was drafted and presented to the Operations Subcommittee. Mr. Mortell discussed the procurement, RFI and RFP policies and procedures. Using outreach programs and press releases for advertisement were discussed.

REVIEW SHOP SUBCOMMITTEE GUIDANCE

Zelda Geyer-Sylvia reported the SHOP Subcommittee discussed questions regarding the size of the market that the Idaho Health Insurance Exchange is interested in offering SHOP to. Engaging in an actuary was discussed. Having Medicaid Eligibility as part of the SHOP process was also discussed.

REVIEW MARKETING AND OUTREACH SUBCOMITTEE GUIDANCE

Mark Estess reported the Marketing and Outreach Subcommittee discussed scope and timeline of core deliverables for the Subcommittee. Navigator, call center, outreach, education, and training are some of the responsibilities of the Subcommittee. Forming two (2) Advisory Committees to help meet the Subcommittee's requirements will be presented to the Idaho Health Insurance Exchange Board meeting May 9, 2013.

Conversations regarding what a Navigator program would look like will be discussed at Subcommittee's next meeting.

Subcommittee will be submitting "Insured Idaho" as a name to the Idaho Health Insurance Exchange Board meeting May 9, 2013.

DISCUSS IT WORKGROUP

Subject Matter Experts (SME) gave an update presentation to the IT Subcommittee titled Understanding the Complexity of Components, Options, and Shared Services. Changes in the presentation are results of suggestions from Subcommittee members from the last IT Subcommittee meeting.

DISCUSS RECOMMENDATIONS FOR IDAHO HEALTH INSURANCE EXCHANGE BOARD METTING

Setting up discussions with representative from CCIIO before May 9, 2013, Idaho Health Insurance Exchange Board meeting was requested for clarification of timelines and expectations.

Need to proceed with RFI was expressed. Mark Estess volunteered reaching out to Amy Dowd, Executive Director, for her opinion on starting RFI process. Discussed using Understanding the Complexity of Components, Options, and Shared Services presentation as a blue print for an RFI.

EXECUTIVE SESSION

Motion: Mark Estess moved that the Idaho Health Insurance Exchange IT Subcommittee, pursuant to Idaho Code §67-2345(1)(d), convene in Executive Session to:

Discuss legal documents not subject for disclosure under Public Records.

Good faith reason item not included in posted agenda:
Advised by legal counsel immediately prior to May 7, 2013 Subcommittee meeting.

Second: Zelda Geyer-Sylvia

Roll Call Vote:

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

Nays: None

Motion Carried

ADJOURNMENT

There being no further business to come before the Subcommittee, Chairman Chan adjourned the meeting at **5:40 p.m.**

Respectfully signed and submitted by:

Frank Chan, Chairman

Kim Thurston, Administrative Assistant