

## Minutes

### Idaho Health Insurance Exchange Board Committee meeting

**Date:** Thursday, May 23, 2013

**Time:** 1:00pm

**Place:** Idaho State Capitol Building, Lincoln Auditorium

**Members Present:** Interim Chair Stephen Weeg, Executive Director Amy Dowd, Mark Estess, Karen Vauk, Dave Self, Scott Kreiling, Zelda Geyer-Sylvia, Hyatt Erstad, Tom Shores, Frank Chan, Jeff Agenbroad, Kevin Settles, Fernando Veloz, Dr. John Livingston, Senator Jim Rice, and Representative John Rusche

**Members present via teleconference:** Representative Kelley Packer and Margaret Henbest

**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 1:06pm

**Roll Call:** Hyatt Erstad called the roll. Roll call showed 18 members present. Margaret Henbest called in shortly after roll call was complete, changing to 19 board members present. Quorum was declared.

**Meeting Minutes for 4/22 & 4/23/2013:** Hyatt Erstad made the motion that the Board of Idaho Health Insurance Exchange adopt the draft minutes from the Board meetings held April 22 & 23, 2013. Tom Shores seconded. All voted aye.

**Meeting Minutes for 5/9/2013:** Hyatt Erstad made the motion that the Board of Idaho Health Insurance Exchange adopt the draft minutes from the Board meeting held May 9, 2013. Amended by Representative Kelley Packer and Karen Vauk to change name to InsuredIdaho.com. Representative John Rusche made the motion to approve amended 5/9 meeting notes. Dave Self seconded. All voted aye.

**Motion and Order to Amend Agenda:**

I, Stephen Weeg, request a motion that the Idaho Health Insurance Exchange Board, pursuant to Idaho Code 67-2343, amend the agenda for this meeting as follows:

See revised agenda with correct date.

*Good faith reason item not included in posted agenda:*

*Incorrect date posted on original agenda.*

Motion by Scott Kreiling. Seconded by Representative John Rusche.

Introduction by Interim Chair Stephen Weeg of Amy Dowd, Executive Director for the Idaho Health Insurance Exchange.

- Board role will transition to more traditional Board functions as staff assume more of the operations
- Interim Chair Weeg advised that committees having been doing administrative and organizational work
- Exchange will have additional staff joining in the near future

Presentation by Amy Dowd.

Had discussion with Lindsay Peugh (CCIIO).

- Reviewed roadmap for the October deadline and discussed key activities (health plans being reviewed in September, developing communication strategy immediately, developing outreach issues & developing navigator plans)
- Discussed resources for Track I & II
- Track II – Develop guidelines for operations from the Federal services, establishing financial structure and analyzing technology
- Track I, 2014 – Navigator plans, education plans, enrollment and SHOP for October, 2014
- Federal government stated that Idaho is on track for the Exchange program
- Received confirmation that Level I & Level II funding will be available through 2015 to get the Exchange system up and running
- Discussed how broker payments will be handled
- Staffing plan was presented and stated that positions will evolve over time. The role of Administrative Executive will be filled soon

Presentation by Frank Chan, Chair of the IT Committee:

Committee discussed possibly using a temporary email address

Mr. Chan showed the Idaho information website which lists the board members, subcommittees and the meeting minutes

Committee identified offsite set-up for Amy Dowd's office space

Interim Chair Stephen Weeg requested a motion to go into Executive Session. Moved that the Board pursuant to Idaho Code 67-2345 convene in Executive Session to communicate with legal counsel to review legal documents. Representative John Rusche seconded. Hyatt Erstad called roll. All members present. Quorum called. All voted aye.

Regular session called to order by Interim Chair Stephen Weeg at 2:54pm.

Discussed in executive session conflict of interest, code of ethics, public records, and disclosure policies.

Mike Stoddard discussed in regular session to review the policies, the board did not make any decisions on this. Operations Committee will review and will discuss at next Board meeting.

Presentation by Dr. John Livingston, Chair of the Operations Committee:

Discussed documents that were reviewed during their last committee meeting. Requested motion to take action on the travel policy as several committee members need to be reimbursed. Representative John Rusche made the motion to accept travel policy. Hyatt Erstad seconded. All voted aye. Guidelines for travel reimbursement will be included in the Employee Handbook.

Mike Stoddard stated that a 24 hour notice has to be posted for all special meetings. Notices are still being posted on Governor's website until the Exchange website is available. Committee meeting agendas should be posted as soon as possible and committee members notified of meetings.

Potential office site for the Exchange office is 714 W. State Street, which is next to the Department of Insurance. Space is inexpensive and has close proximity.

Stephen Weeg and Amy Dowd will work on the budget and the final stages of the employee package.

Presentation by Wes Trexler, Department of Insurance

Discussed DOI Plan Management Role, QHPs Status, & Issues for Exchange:

- Acceptance of QHP submissions
- Review of forms, rates and additional information for QHP standards
- Certification of new QHPs
- Ongoing recertification/decertification of QHPs

Plan Management QHP Standards:

- Essential health benefits
- Formulary
- Actuarial values
- Cost sharing limitations
- Plan variants
- Meaningful differences
- Service areas
- Network adequacy
- Essential community providers
- Accreditation
- Licensure
- Solvency
- Rating requirements
- Non-discrimination

Plan Management SERFF – (System for Electronic Rate & Form Filing) enables needed plan management functions. This is used currently by DOI for rates and forms review.

In addition the following were presented:

- Plan Management 2013/2014 QHP Timeline
- Plan Management DOI releases
- Plan Management Small Employer Issues
- Plan Management Idaho DOI Exchange Q&A
- Various dental coverage options – if a dental plan is included in a plan within the exchange, then the dental plan has to be certified

Discussion on the possible fee filing date of 7/31/2013 and a 3.5% fee. Zelda Geyer-Sylvia commented that a timeline for carriers and a specific fee amount is needed as soon as possible.

#### Presentation by Mark Estess, Chair of the Outreach/Education Committee

Attended State Based Exchange conference in Denver with Amy Dowd. Attendees were from various states and individuals from the White House as well. Mr. Estess felt as though Idaho can learn from the other states and their mistakes.

Committee has been working on RFI's and received 8 individual responses. The committee is in the process of reviewing the applicants and will discuss at their next committee meeting.

Community Advisory committee has met and has a list of stakeholders that attended with various representation. Mr. Estess stated that additional community partners will be attending as time goes forward.

#### Presentation by Tom Shores, SHOP Committee

Need to make decision if the Exchange uses the federal SHOP exchange or does the work within the State, which will involve quite a lot of work and time. Dave Self suggested going with the Federal guidelines. Representative John Rusche questioned if we could go back to a State platform in the future if we want to. CCIIO mentioned in this morning's call that they would advise us later on that question. Motion was made to take advantage of the Federal SHOP platform. Dave Self made an amended motion to offer Idaho products in the SHOP platform. Motion seconded by Scott Kreiling. All voted aye.

#### Presentation by Jeff Agenbroad, Chair of the Finance Committee

- Opened account at Idaho Independent Bank. There is \$350,000 of grant money in the mail
- Discussed with Minnesota regarding their exchange and received good information from them
- Working on policies and procedure manual
- Getting Quickbooks set up
- Fernando Valoz will assist with accounting issues
- Working with Amy Dowd in getting her acquainted with the grant funds
- Decisions need to be made on fees

Requested board approval for a credit card for Amy Dowd with a \$10,000 limit. Motion made by Hyatt Erstad. Seconded by Tom Shores. All voted aye.

#### General

Interim Chair Stephen Weeg mentioned that the Board needs to ponder the navigator systems and also need to review & approve a budget.

Department of Insurance stated that they will be holding a navigator meeting in the near future. Tom Donovan with DOI said that grant money could be used to set up navigators.

Next Board meeting will be on Wednesday, June 5, 2013 from 8:00-11:00am.

Meeting was adjourned at 4:47pm.