

MINUTES

ARKANSAS HEALTH INSURANCE MARKETPLACE BOARD OF DIRECTORS
U of A System, B. Alan Sugg Board Room
2404 North University Avenue, Little Rock, Arkansas
Wednesday, October 30, 2013

The Arkansas Health Insurance Marketplace (AHIM) Board of Directors met Wednesday, October 30, 2013, at 8:30 a.m., at the University of Arkansas System, B. Alan Sugg Board Room in Little Rock, Arkansas.

Board members present: Sherrill Wise, Chairman; Steve Faris, Vice Chairman; Fred Bean, Greg Hatcher, Cynthia Crone (for Jay Bradford), John Denery, Jerry D. Jones, Chris Parker, and Annabelle Imber Tuck.

Legislators attending: Representatives Mark Biviano, Eddie Armstrong, and Jeremy Gillam.

Ms. Wise called the meeting to order.

PUBLIC HEARING – OPERATING RULES

The Board was ready for oral and written comments concerning the AHIM Operating Rules which are available at the Arkansas Insurance Department (AID) and also on the website <http://www.hbe.arkansas.gov>. The deadline for written comments and supporting data is November 18, 2013. Written comments may be submitted to Ms. Jessica Middleton-Kurylo, Legislative Attorney, Bureau of Legislative Research (BLR), at middleton-kuryloj@blr.arkansas.gov. The notice of rule making concerning the AHIM operating rules was published in the Arkansas Democrat Gazette October 14-16, 2013.

Ms. Wise stated individuals making comments are also requested to submit them in writing. Ms. Wise stated since there are no comments concerning the operating rules, the hearing is closed.

Ms. Wise asked when the operating rules would become final. Ms. Middleton-Kurylo stated Act 1500 is not clear on when a final rule, adopted by the Board, should be filed with the AHIM Legislative Oversight Committee. The Board could wait until after the rule is adopted and final to file the rule or choose to file the rule during the comment period. The administrative procedures act, which most state agencies abide by, have state agencies file their rules before the comment period ends with the Rules Legislative Oversight Committee. Mr. Matthew Miller, Assistant Director for Legal Services, BLR, noted after November 18, the Operating Rules will appear on the Board's agenda to become final.

CONSIDERATION TO ADOPT OCTOBER 23, 2013, MEETING MINUTES

[EXHIBIT D]

Ms. Cynthia Crone, Deputy Commissioner, Arkansas Health Connector Division, AID, had the following corrections:

Delete -- *Ms. Crone stated AID's decision and policy making are two committees that report to a steering committee. The steering committee meets on the fourth Thursday of each month from 3-5 p.m.*

Replace with -- *The steering committee makes recommendations to the commissioner and meets generally on the fourth Wednesday of each month from 3-5 p.m.*

Ms. Tuck made a motion to approve the October 23, 2013, meeting minutes as amended, and with a second by Mr. Faris, the motion carried.

GRANT COMMITTEE UPDATE

Mr. Chris Parker, Secretary/Treasurer, Grant Committee Chair, stated the Grant Committee met Tuesday, October 29, 2013, at 1:15 p.m. at the AID. He stated the committee was presented with an overview of the following:

- Articulation of the basic assumptions on which we are currently operating
- Description and suggested personnel salaries for grant purposes
- Articulation of the degree of effort based upon a chart that showed manpower estimates for various tasks through the year of the grant period.

Mr. Denery noted the Grant Committee went on the "high side" for salaries in order to get the grant accomplished. The committee is not stating these are final salaries.

GRANT DISCUSSION

Ms. Sandra Harlow, First Data, outlined a list of grant assumptions regarding target dates:

- There will be a second Level One grant submitted May 15, 2014.
- There is a Level One grant available on August 15, 2014, and it will be submitted by AID.
- Level Two grant will be submitted October 15, 2014, for the state based exchange.

General assumptions for Request For Proposal (RFP) Development:

- IT Solution RFP will be released May/June 2014.
- Call Center RFP will be released January 2015.

General assumptions for AHIM staff:

- Full-time staff with benefits.
- Organizational chart includes seven (7) staff with the suggestion of adding one additional administrative staff. The remaining work is to be performed by consultants.
- Utilize Arkansas's state formula for calculating benefits and preliminary estimates.
- Initial staff will include an executive director and at least two administrative staff.
- Key staff is not executive/management, but people who will do the design, development, business architecture, IT architecture, financial and communications work.

General assumptions for consulting staff:

- The IT contractor budgets will be included with the May 2014 grant request for activities starting in September and October of 2014.
- The Independent Verification Validation RFP will be included in the May 2014 grant.

General assumption for administrative:

- The AHIM will have a program governance model

General assumptions regarding facilities:

- The AHIM will require facilities, equipment, supplies, etc. to function independently.
- The support consultants will be housed in the same location as the AHIM during the grant request period.
- The facility does not need to include a large conference space to support the open Board meetings.
- The IT Solution and the Call Center contractors will be required to provide their own facilities. This will be written into the RFP as a requirement.

There was discussion regarding material to be available for the AHIM Legislative Oversight Committee Meeting later in the day. The following documents that were distributed at yesterday's Grant Committee Meeting will be made available to the AHIM Legislative Oversight Committee: (1) Assumption Log; (2) AHIM Administrative Costs; (3) Executive Director Job Description; (4) SBE Transition Planning; and (5) Timeline.

Ms. Harlow anticipates sending a draft copy of the grant to the Board on Monday (11/4/13) to review prior to Tuesday's (11/5/13) Grant Committee meeting. Ms. Wise asked, based on the Grant Committee's Tuesday meeting, that Ms. Harlow do a "black line" of the changes to the grant and redistribute it to the Board with changes.

Mr. Jim Schratz, Chief Information Officer, BLR, stated the AHIM website will be live Friday, November 1. Ms. Wise suggested meeting materials be posted on the AHIM website.

PLANNING DISCUSSION

Ms. Wise suggested the Board's November 14 meeting will focus on procurement and personnel rules. She would like to have these rules in place, at least on a temporary basis, by the end of December. She noted the Search Committee should focus on the key positions to have in place by February 15. In January there should be a focus on preparing an RFP for consultant services to assist with spring and early summer activities.

SEARCH COMMITTEE UPDATE/DISCUSSION

Mr. Steve Faris, Vice Chair, Search Committee Chair, stated some Search Committee members attended the October 29 Grant Committee meeting.

ARKANSAS HEALTH CONNECTOR DISCUSSION

Ms. Cynthia Crone, Deputy Commissioner, AID, summarized there is a lot of activity getting individuals licensed to assist with marketplace enrollment. AID still does not have the Magnum Holcum or any other outreach education contracts and is

working on alternate methods of getting information out on the health plans. AID does not anticipate having marketplace enrollment numbers until mid November.

NEXT MEETING

The next Board meeting is November 6, 2013, at 8:30 a.m. at AID.

With no further business, the meeting adjourned at 10:10 a.m.