



**DC Health Benefit Exchange Authority
Executive Board Meeting Minutes (Conference Call)
Monday, June 17, 2013
1:00-2:00pm
441 4th Street NW, Suite 870N
Washington, DC 20001**

Members Present: Dr. Mohammad Akhter (Chair), Dr. Henry Aaron, David Berns, Dr. Leighton Ku, Diane Lewis, Kevin Lucia, Khalid Pitts, Kate Sullivan Hare

(Chester McPherson joined the meeting on behalf of William White)

Members Absent: Saul Levin, Wayne Turnage, William White

I. Opening Comments

The meeting was called to order at 1:07pm by Dr. Akhter. He welcomed members and the public and reviewed the agenda.

II. Approval of Minutes

The minutes from the meeting of June 6, 2013 were unanimously approved.

III. Executive Director's Report

Mila Kofman, Executive Director

Supplemental Funding: Last week the Exchange was approved for slightly under \$17 million in supplemental funding from the Centers for Medicare & Medicaid Services (CMS) to help fund in part the In-Person Assister (IPA) program and marketing campaign, including additional consultants as needed between now and October.

CMS Administrator Update: Late last week Ms. Kofman had a call with CMS Administrator Marilyn Tavenner who reached out to check in with and assist all State Based Exchanges (SBE) by offering to share scripts from Federal Call Centers and training materials for Navigators and IPAs. The scripts are available now, and the training materials will be ready in July or August. In addition, Ms. Kofman and Administrator Tavenner discussed the proposed Federal guidelines for IPAs and the limitations that the proposal has on funding business associations if membership includes brokers and carriers. We are still

uncertain if there will be a change in that policy. Ms. Tavenner may do a site visit to the DC Exchange offices.

Outreach Update: On June 14, 2013 there was a taping of the cable television series “Inside One City: Conversations with Mayor Vincent C. Gray.” Dr. Mohammad Akhter and Ms. Kofman were taped separately. This taping can be aired repeatedly to educate residents about what 2014 means to them and about how to access the new options offered through the Exchange. We met with Federal City Council, comprised of many large employers, to identify ways that large employers can educate the part-time population.

Communication Request for Proposal: The RFP is open and bids are due by June 24th. Before the in-person July Board meeting there will be another conference call to review and approve that RFP.

Board Member Mr. Khalid Pitts joined the meeting.

Standing Advisory Board Vacancies: The Standing Advisory Board recommended filling two vacancies which will be brought to the board for a vote today. We will also be asking the Standing Advisory Board for input on a few issues, including: IT matters; SHOP exchange concerns regarding how premiums are allocated in circumstances where a small business anticipates a certain number of participants and then a different number enrolls; and credit card fee issues. We are exploring how other states handle credit card payments since absorbing fees as high as 4.5% could be a significant budget issue for the Exchange.

Actions Items: The Board will consider two grant proposals. The Exchange would like to partner with the DC Chamber of Commerce and the Greater Washington Hispanic Chamber of Commerce in order to educate and enroll small businesses and workers in large firms who do not have access to coverage since both entities know the small business community and are trusted resources for employers.

Council Roundtable: Chairperson Alexander has scheduled an oversight Roundtable at the Council for June 25, 2013. Melanie Williamson from Ms. Alexander’s staff will provide further details for this meeting. Based on Ms. Kofman’s understanding, this Roundtable will focus on outreach and education efforts and providing updates on what we have done and what we will do in the future.

Board Member Mr. David Berns joined the meeting.

Discussion:

In response to a question from Mr. Berns, Ms. Kofman stated that we will be reaching out to those setting up Federal Marketplaces to learn how they are handling credit card issues. The current market has a range of carrier variation on this issue. People can pay their premiums in multiple ways: via debit card, credit card, check, or money order. We are absorbing the debit card fees at \$.50 per transaction, but credit cards could be as high as 4.5%, so we have asked for feedback. Ms. Kofman continued that our payment vendor Benaissance will give a presentation at the next in-person Board meeting in July to address premium collection issues and billing and how to accommodate the population of the city that does not have bank accounts.

Board Member Kate Sullivan Hare left the meeting.

IV. Action Items

- a. *Consider and vote on nominations from the Standing Advisory Board for two new members of the Plan Management Advisory Committee to fill vacancies – Dr. Mohammad Akhter, Chair*

The two nominees are Margaret Flickinger, President/CEO, Keller Benefits and Michael Hickey, the Government Relations Council, MetLife.

Discussion:

In response to Dr. Ku's question Ms. Kofman stated that the former members had to resign because Hannah Turner was hired by the Exchange and the dental carrier member was not participating in the Exchange. The two nominees provide the Exchange with very similar skill sets and the Standing Advisory Board recommends the two nominees unanimously.

A motion to appoint Margaret Flickinger and Michael Hickey to the Planned Management Advisory Committee was made and seconded and a roll call vote of the members present was unanimous in favor of the appointments.

- b. *Consider and Vote on Partnership Agreements – Mila Kofman, Executive Director*

The proposed grant to the DC Chamber of Commerce would be for one year. During this time they would host, plan, and conduct three outreach sessions per month, starting with general education sessions. Once the Exchange begins enrollment, sessions will focus on enrollment education for the small business community. In addition, the DC Chamber would assist in the production of materials targeting small business owners. They would host a variety of events where we would present or they would present about the Exchange. DC Chamber of Commerce would be listed as one of our partners on our website and the Exchange would be listed as a partner on their website. This partnership will include dedicated staff from the DC Chamber who would focus on the work for the Exchange. The maximum amount budgeted for this grant including all costs is \$525,380.

Discussion:

Ms. Kofman noted that it was initially assumed we could use the IPA line to partner with groups targeting individuals and small businesses; however, CMS rules prohibit providing grant support to any business group that includes brokers or carriers as part of their membership. So a different funding source is required. In addition, the Exchange has had preliminary discussions with the DC Restaurant Association, which could be considered for approval for partnership. Ms. Kofman emphasized that the CEO Barbara Lang of the DC Chamber of Commerce has testified on a number of occasions before the Council's Health Committee in support of the Exchange.

A motion to partner with the DC Chamber of Commerce was made and seconded and a roll call vote of the members present was unanimous in favor of the partnership.

The Greater Washington Hispanic Chamber of Commerce will be doing similar work to the DC Chamber of Commerce. They will assist with community outreach as well as host, plan, and conduct monthly sessions on the Affordable Care Act and the Exchange, including sessions on enrollment once that begins. They will provide a bilingual staffer who will do outreach in the community to educate businesses as well as individuals and assist with media work such as Spanish translation services. The Exchange will participate in their community events throughout the year, in addition to being listed as a partner on our website and the Exchange being listed as a partner on theirs. The maximum budget of this grant for one year is \$229,100. They are also providing almost \$65,000 worth of in-kind services.

Discussion:

Ms. Lewis inquired about the focus on DC businesses since they have a wider range of focus for the Greater Washington area including Maryland and Virginia. Ms. Kofman stated that their focus will be on the DC businesses for this partnership. DC businesses are included in their events, and in since some DC residents do work in Virginia and Maryland, this could be another way to reach those workers.

A motion to partner with the Greater Washington Hispanic Chamber of Commerce was made and seconded and a roll call vote of the members present was unanimous in favor of the partnership.

- c. Consider and vote on an amendment to the by-laws of the Exchange Authority regarding timing of elections for Board Officers – Dr. Mohammad Akhter, Chair

The bylaws of the Exchange may be amended by 2/3 of the Board member vote. On June 7, 2013 the Board received a proposed amendment. Any proposed amendment to the bylaws must be proposed by a member of the Board at least 7 days prior to the date of the meeting.

Description of Amendment: Article 4 Section 3Ai of the bylaws state that the officers be elected annually on a date in August. The proposed amendment would allow the annual election to be held at any time during the third quarter. This change gives the Board members flexibility for the election date.

A motion to adopt the proposed changes to the bylaws for the Exchange was made and seconded and a roll call vote of the members present was unanimous in favor of the proposed change.

- d. Meeting date for the annual election of officers in 2013 – Dr. Mohammad Akhter, Chair

The meeting for the election must occur in the third quarter. The bylaws require that there be at least a thirty day notice given but that period can be shortened or eliminated by 2/3 vote of the Board. We are proposing that the annual election of the officers be held July 11, 2013, which is less than thirty days from today.

A motion to eliminate the thirty day notice period with respect to this year's officer election was made and seconded and a roll call vote of the members present was unanimous in favor of the proposal.

A motion to have the annual election of the officers to be held July 11, 2013 was made and seconded and a roll call vote of the members was unanimous in favor of the proposed change.

e. Nomination for officers of the Board positions

There are three officer positions: Chair, Vice-Chair, and Secretary/Treasurer. The bylaws specify that nominations for Board officer positions may be entertained at this meeting as well as at the July 11 meeting.

Dr. Akhter had a one year leave of absence from the Department of Health until July 17, 2013 and is returning to the Agency and will not be contesting for the Chair position. Dr. Aaron thanked Dr. Akhter for his role and dedication as Chair during the past year.

Ms. Diane Lewis was nominated for Chair by Dr. Aaron. He stated that she is deeply immersed in the affairs of DC and has roots in the community. Dr. Ku seconded the motion stating she has been the Chair of the Operations Committee in which she made a significant contribution with the recruitment of the current Executive Director Mila Kofman.

A motion was made and seconded to nominate Dr. Aaron to continue his position as Vice Chair. Dr. Akhter thanked him for his support and personal counsel in this position.

A motion was made and seconded to nominate Mr. Pitts to continue his position as Secretary and Treasurer.

V. Move to Closed Session

Upon a unanimous roll call vote of the members present, the meeting went into closed session to discuss procurement matters at 1:47 pm.