



Health Benefit Exchange Authority Executive Board Meeting

Minutes

Date: Thursday, April 25, 2013

Time: 11:00 a.m.

Location: By Conference Call Only

Call- in Number: 1-877-668-4493 **Access Code:** 647 827 187

Welcome, Opening Remarks

Dr. Akhter called the meeting to order at 11:05 am. He mentioned the approaching start date of seven new HBX employees and welcomed them in advance to help in our efforts to provide affordable, quality health care to DC residents.

He updated the Board Members to the recent testimony provided by Executive Director Kofman to the Council regarding the HBX Exchange 2014 budget. He said that both he and Board Member Diane Lewis accompanied Executive Director Kofman and that the testimony was well received.

Roll Call

Present: Dr. Mohammad Akhter, Kate Sullivan Hare, Leighton Ku, Diane Lewis, Kevin Lucia, Khalid Pitts

Absent: Dr. Henry Aaron, David Berns, Saul Levin, Wayne Turnage, Bill White

Approval of Minutes

Minutes from the last Executive Board Meeting of April 18th, 2013 were approved unanimously.

Executive Director Procurement Update

Executive Director Kofman updated the Board on the status of various requests for proposals (RFPs)

- Contact Center: RFP was issued last week, is on our website, we have a bidders conference happening today and I will keep you posted on our progress.
- Legal Assistance: We will soon, probably next week, post an RFP for outside legal counsel to assist with our legal needs.
- Marketing Campaign: Next is likely an RFP to advance our marketing and education efforts.
- Consumer Information: we also anticipate issuing an RFP to create some tools to assist consumers choosing health plans. This RFP will provide consumers with sophisticated cost and quality data and will also encompass our commitment to monitor and improve the accuracy of provider directories.

Discussion: Diane Lewis asked if we were coordinating with the agency that deals with small and minority businesses and are they part of that larger consortium that gets the RFPs?

Deputy Director for Operations, Sandra Robinson, answered that we have had two meetings with the Director of the Office of Local and Small Businesses Enterprises and they have agreed to work with us to disseminate information. There is a future forum planned for small business that may be interested in doing businesses with the exchange.

Executive Director Kofman also agreed to make sure we are pursuing these avenues consistently.

Action Item

Executive Director Kofman explained a sole source contract that is vitally needed in order to stay on target with our timing for implementation. She outlined the immediate staffing help we could obtain via an experienced consulting firm that has been working with us consistently this year. Wakely Consulting is headed by Jon Kingsdale who ran the country's premier public health insurance exchange: the Massachusetts Connector. He and his colleague at Wakely, Patrick Holland, put that exchange together from scratch. Having been working closely with us, they know our needs intimately, will hit the ground running, and are able to fully engage to meet our needs. No other contractor could come in and achieve what they can do for us. That's why this is needed as a sole source contract. It is priced at \$777,000 over a six-month period, but it is not a fixed price contract. If we use less time than that, we will spend less money. Again, to keep on track with our significant IT and plan management needs in particular, this contract is vital.

I ask for support to enter into this contract.

Diane Lewis moved that the Board approve the action to be taken by the Executive to employ the Wakely Group for the needed staffing services going forward until October, or for the six month period. The motion was seconded by Kate Sullivan Hare.

Dr. Akhter asked if he could make a friendly amendment to it saying that the Board authorize the Executive Director to proceed with the procurement of the necessary staff from Wakely Group and explained that that would be a slightly more clear because the Board doesn't do procurement itself.

That amendment was accepted.

Dr. Akhter asked for any additional comments and Leighton Ku submitted that it is absolutely clear that Jon Kingsdale and his team provide unique knowledge and insight and that this is a perfectly appropriate choice.

The contract was agreed to unanimously.

Closing Remarks & Adjournment

Dr. Akhter reiterated that this was the right choice to enable the Exchange to continue its fast pace toward implementation on October 1, 2013. He appreciated the discussion and thoughtful consideration and highlighted that our two pressing constraints are:

- 1) Time: Our doors have to be open on October 1st, 2013
- 2) We have to get it right the first time.

Given these constraints, we need the very best people, with experience from the local, state and federal level. This action will help us in that effort.

The meeting adjourned at 11:18