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| **Executive Board Working Committee****Summary Report** |
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| **Meeting Date:** | December 6, 2012 |
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| **Working Committee:** | Business Operations Working Committee |
| **Chair:** | Diane Lewis (by phone) |
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| **Members:** | Dr. Leighton Ku (by phone) |  | Wayne Turnage (absent) |
|  | Khalid Pitts (absent) |  | Dr. Saul Levin (absent) |
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| **Staff:** | Alexander Alonso (by phone) |  | Heather McCabe (by phone) |
|  | Adam Levi (by phone) |  | Bonnie Norton (by phone) |
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| 1. **Issues Discussed:**
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| * Assignment of Standing Advisory Board areas of focus
	+ On November 14, 2012, the Executive Board established a Standing Advisory Board and appointed members.
	+ On November 28, 2012, the Executive Board referred Ms. Norton’s draft advisory board plan for areas of focus to the Committee for further discussion.
* Advisory Board Establishment
	+ On November 28, 2012, the Executive Board referred Ms. Norton’s draft advisory board establishment plan to the Committee for further discussion.
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| Decisions: |  |
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| * Standing Advisory Board areas of focus
	+ Committee decided to adopt Ms. Norton’s recommendation to assign the Standing Advisory Board’s focus as follows:
		- “Since this Board has diverse stakeholder membership and is permanently established, the focus can shift as needed. Immediate topics may include financing and essential health benefits. Additional topics may include IT systems and user experience, eligibility, and operations.”
* Advisory Board Establishment
	+ Committee decided to adopt Ms. Norton’s recommendation to establish the following Advisory Committees
		- Plan Management
		- Consumer Assistance & Outreach
		- Producers (Brokers & Agents)
	+ Committee instructed Alex Alonso to develop an Executive Board resolution with the following points
		- Members need not be District of Columbia residents
		- The advisory boards should be referred to as “advisory committees”
		- The advisory committees should advise the Executive Board, Authority staff, and each other.
		- The Authority Executive Director shall appoint staff point persons to support the advisory committees, facilitate their work, and facilitate communication with the Executive Board, Authority staff, and other advisory committees.
		- The areas of focus for each advisory board should be as indicated in Ms. Norton’s proposal.
		- Associated Executive Board Working Committees shall be responsible for recruiting, evaluating, and recommending a slate of candidates for Executive Board approval
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| 1. **Board Action Items:**
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| * Consider Board resolution establishing Advisory Committees.
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| **Submitted By:** | **Diane Lewis** |
|  | **Committee Chair** |
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|  | December 7, 2012 |
|  | **Date** |