



## Standing Advisory Board Meeting

### Draft Minutes

**Date:** Thursday, August 30, 2018  
**Time:** 11:00 AM  
**Location:** 1225 Eye Street, NW, 4<sup>th</sup> Floor, Board Conference Room or by Conference Call  
**Call- in Numbers:** Initial Public Meeting call in number: 1-650-479-3208; access code 737 452 222  
Return to Public Session call in number (at approximately 11:45 am): 1-650-479-3208; access code 735 459 818

**Members Present:** Chile Ahaghotu, Jill DeGraff, Kevin Dougherty, Chris Gardiner, Laurie Kuiper, Billy MacCartee, Claire McAndrew, Dania Palanker

**Members Absent:** Dave Chandrasekaran

#### I. Welcome, Opening Remarks and Roll Call, *Chris Gardiner, Chair*

Mr. Gardiner called the meeting to order at 11:08 a.m. A roll call of members present confirmed that there was a quorum with seven members present: Dr. Ahaghotu, Ms. DeGraff, Mr. Dougherty, Mr. Gardiner, Mr. MacCartee, Ms. McAndrew, and Ms. Palanker.

Ms. Kuiper entered the meeting after roll call.

Mr. Gardiner stated that as the Board members know from the agenda, which has been circulated and posted on the website, the topic of today's meeting is to select new committee members, and a Chair and Vice-Chair, for the Producer Advisory Committee.

As a reminder, in 2013, the HBX Executive Board created three standing advisory committees to provide the Executive Board with input on particular topics. The Producer Advisory Committee provides input on issues impacting brokers and general agents; the Consumer Assistance and Outreach Committee provides input on marketing, outreach and education initiatives; and the Plan Management Committee provides input on issues affecting health insurance carriers.

The HBX Executive Board assigned the responsibility of recommending candidates for the three standing advisory committees to the Standing Advisory Board. Those committees have two-year terms, or members

serve until new selections are made. We have not updated their memberships since their creation. Today we are beginning the process to reconstitute the Producer Advisory Committee and HBX staff will be coming back to us with the other two standing committees in the near future.

HBX Staff posted and circulated the notice and application for participation in the Producer Advisory Committee this summer. In addition, outreach was done to the broker, general agent, health plan, and consumer advocacy community as well – as it is important to have broad representation on the Committee. Finally, it is important to note that past involvement with HBX will be a factor in consideration of committee membership. Per resolution by the Executive Board, committee membership must be at least 7 and not more than 11. Our goal is to have 11 participants.

Following the completion of housekeeping business, we will move to closed session to consider the applicants. We will then come back into public session to vote on the slate of candidates as well as the Chair and Vice Chair of the Producer Advisory Committee.

**II. Approval of Draft Agenda, Chris Gardiner, Chair**

It was moved and seconded to approve the agenda. The motion passed unanimously by voice vote.

**III. Approval of Minutes, Meeting from May 7, 2018-- Chris Gardiner, Chair**

It was moved and seconded to approve the minutes of the May 7, 2018 meeting. The motion passed unanimously by voice vote.

**IV. Move to Closed Session, Chris Gardiner – Chair**

Pursuant to DC Code Section 2-575(b)10 and 31-3171.11, the Standing Advisory Board will move to closed session to discuss personnel. Specifically, we will discuss candidates for the Producer Advisory Committee. We will reconvene at the conclusion of our closed session to vote on a recommendation to the Executive Board for Producer Advisory Committee membership.

**V. Reconvene Public Session, Chris Gardiner, Chair**

We are reconvening a meeting of the Standing Advisory Board on Thursday, August 30<sup>th</sup> at 11:35 a.m to consider candidates for the Producer Advisory Committee. The Standing Advisory Board has come to a consensus recommendation on committee members and we are ready to move to votes after any public comment.

The Board reconvened in public session with the following members present: Dr. Agaghotu, Ms. DeGraff, Mr. Dougherty, Mr. Gardiner, Mr. MacCartee, and Ms. McAndrew.

## **VI. Public Comment**

No public comment was proffered.

## **VII. Votes**

### a. Recommendation for membership for the Producer Advisory Committee

Debbie Curtis, HBX staff, recited the names of the consensus recommendation for appointment to the producer Advisory Committee:

- Yodit Abebe, Community of Hope
- Ben D'Avanzo, Asian & Pacific Islander American Health Forum
- Cheryl Fish-Parchum, Families USA
- Sheebani Patel, CareFirst
- Nabila Rahman, Kaiser Permanente
- Ilaeana Jarrin, Crawford Advisors
- Tamara Pearsall, Employee Benefits Corporation of America
- Lee Bethel, Comprehensive Benefit Services Inc.
- Stephanie Cohen, Golden & Cohen
- Margarita D'One, Crystal Insurance Group Inc.
- Janet Trautwein, National Association of Health Underwriters

It was moved and seconded to recommend these people to be appointed to the Producer Advisory Committee. The motion carried unanimously by voice vote.

### b. Recommendation for Chair and Vice Chair of the Standing Advisory Committee

It was moved and seconded to recommend Lee Bethel as Chair and Janet Trautwein as Vice-Chair of the Producer Advisory Committee. The motion carried unanimously by voice vote.

## **VIII. Closing Remarks and Adjourn, *Chris Gardiner, Chair***

The meeting was adjourned at 11:40 a.m.