



**DC Health Benefit  
Exchange Authority**

**Health Benefit Exchange Authority Executive Board Meeting  
MINUTES**

**Date:** Wednesday, July 8, 2020  
**Time:** 5:30 PM  
**Location:** Via Web Ex/By Conference Call Only  
**Call- in Number:** 1-650-479-3208; access code: 731 476 505

**Members Present:** Henry Aaron, Leighton Ku, Diane Lewis, Khalid Pitts, Tamara Watkins,  
**Members Absent:** LaQuandra Nesbitt, Wayne Turnage, Karima Woods, Laura Zeilinger

**I. Welcome, Opening Remarks and Roll Call, *Diane Lewis, Chair***

A roll call of members confirmed that there was a quorum with four voting members present (Dr. Aaron, Dr. Ku, Ms. Lewis, Mr. Pitts).

**II. Approval of Agenda, *Diane Lewis, Chair***

It was moved and seconded to approve the draft agenda. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, and Mr. Pitts voting yes.

**III. Approval of Minutes, *Diane Lewis, Chair***

It was moved and seconded to approve the minutes of April 1, 2020. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, and Mr. Pitts voting yes.

**IV. Executive Board Business**

a. Executive Board Election Date – *Diane Lewis, Chair*

Pursuant to the Board’s Bylaws, the Annual Executive Board Officer Elections are to be held in the third quarter of the year for the three positions of:

- Chair
- Vice-Chair
- Secretary/Treasurer

A majority of board members must agree on a date. Based on the scheduled board meetings and the notice requirements, staff recommend the board elections be held at the regularly scheduled September meeting of the Executive Board, September 9, 2020.

If accepted, we will take nominations on September 9<sup>th</sup>. Voting and non-voting HBX board members may make such nominations.

A nomination must be accepted or rejected by the nominee at the September 9th meeting, either orally or in writing published through another Board member present during the meeting where the vote is to occur.

It was moved and seconded to approve the election date of September 9, 2020. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, and Mr. Pitts voting yes.

**V. Executive Director Report, Mila Kofman, Executive Director**

**BUDGET HEARING:** HBX's FY21 budget hearing was on June 5 and went very well. It was conducted virtually. Board Chair Diane Lewis and I testified. On June 10 there was a hearing virtually for public witnesses. Rebecca Barson, a Standing Advisory Board Member and DC Health Link customer, Claire McAndrew, Vice Chair of the Standing Advisory Board, the DC Chamber, the Hispanic Chamber, and Whitman Walker Health testified in support of our budget. Witnesses commented on the important actions the HBX Board and staff have taken to help employers and residents during COVID-19. Both hearings went very well.

**2021 PROPOSED DC HEALTH LINK HEALTH INSURANCE RATES:** Carriers filed proposed rates on May 1 with DISB. As you know, we advocate for the lowest possible premiums every year. Oliver Wyman, our external actuaries have been looking at the filings, raising questions about certain assumptions, and performing an actuarial analysis to help us argue for the lowest possible rates. The CMS Annual Risk Adjustment Report was not issued June 30. CMS expects to issue it July 15. The risk adjustment assumptions carriers used in their rates may have to be modified. The Executive Board's Insurance Committee will receive a briefing by Oliver Wyman actuaries later in July. The DISB issued a press release: <https://disb.dc.gov/release/insurers-file-proposed-rates-2021-district-columbia-health-plan-offerings>

**HEALTH INSURANCE CARRIER UPDATES:** We continue bi-weekly meetings with each carrier. We've been asking each to do more around the economic impact of COVID-19 on the small business and non-profit community. United and CareFirst have announced that they will reduce by 10% SHOP premiums for one month. We notified impacted employers last week of the great news. Our operations team verified impacted employers and employees and is working on modifications to the invoices to reflect the premium credit. The updated invoices for United were generated earlier this week by our vendor. The updated invoices for CareFirst will be generated next month. Additionally, in our conversations with each carrier we continue to

advocate for no financial barriers to medical care. We appreciate all carriers providing access to telemedicine for all care without deductibles, copays, or coinsurance. We are concerned that since June one carrier is no longer doing that for all services and we are working on that. Another carrier also announced a change that will be made July 24. We are working on that also. DC Health Link Coronavirus webpage: <https://www.dchealthlink.com/coronavirus>

As a reminder, HBX:

- Created a new premium deferment period: Employers can defer premium payments up to 60 days after the Public Health Emergency ends (currently scheduled to end July 24). Our operations team made deferment automatically, alleviating the need for employers to request it.
- No late fees or interest for late payment of premium -- ever.
- Made repayment program automatic so no need to fill out applications and no need to call.
- Building on DISB's March emergency order prohibiting terminations of coverage, HBX stopped sending late payment notices and not terminating coverage for non-payment of premium during the Public Health Emergency.

**DISB ORDER:** On April 27, DISB issued an order that required insurers to provide not less than 12 months starting one month after the end of the public health emergency for policy holders to repay past due premiums. This order also prohibits terminations of coverage during the public health emergency.

<https://disb.dc.gov/sites/default/files/dc/sites/disb/publication/attachments/Order%20re%20Relief%20to%20Policyholders%20During%20Public%20Health%20Emergency%20v.04.27.20%20%28v2%29.pdf>. Congratulations to Commissioner Woods for adopting the strongest consumer protection standard of any state.

HBX has implemented the order by added the 1 year to our extended 60-day premium deferment period. Employers will have until end of September 2021 to repay past premiums. And repayments will not begin until end of September 2020. We have made this automatic. Employers do not have to request a repayment plan.

**POWER UP DC:** On June 30<sup>th</sup>, HBX hosted our fifth “Power Up DC Small Business Conference”. This annual event is typically in-person during small business week in May. This year, however, we held it virtually. It was fantastic– the speakers, the breakout sessions including the all three sessions going at once, the flow, and the technology all worked very well. The demand for this event was very high. We closed off registration after we surpassed 400. There were approximately 180 people who logged on. We recorded the event and will make it available on line. Our media partners were the Washington Informer and the Washington Business Journal. The event was kicked off by two of our partners – the US Small Business Administration and the DC Chamber of Commerce. John Falcicchio, the Interim Deputy Mayor for Planning and Economic Development (and Chief of Staff to Mayor Bowser) was the first keynote speaker and Rosie Allen Herring, the CEO of the United Way of the National Capital Area was the second keynote. Denise Rolark Barnes, the owner/publisher of the Washington

Informer was a panelist on the breakout session focused on Women-Owned businesses and was able to talk about her strategies during COVID and racial justice protests. Lindy Campbell, owner of Music on the Hill was also in that session and shared how she's survived and adjusted during COVID, converted her contractors to employee status, and now provides health insurance through us. The president of the US Women's Chamber of Commerce and the Chair of the National Women's Business Council were also on that panel. Commissioner Woods moderated that session and kept it on track and engaging, and we thank her for her participation. The other two sessions were: 1. young entrepreneurs and 2. small business development and resources. I attend the session with Commissioner Woods so do not have first-hand account of the other sessions but heard from staff that the other 2 sessions were also amazing. Here is the link where you can see the full agenda and other information: [www.dchealthlink.com/powerupdc2020](http://www.dchealthlink.com/powerupdc2020) . We will be assessing for "lessons learned" to use for virtual open enrollment events later in 2020. Other state-based marketplaces are interested in what worked and what we advise doing differently.

**\$600 UNEMPLOYMENT BENEFIT ISSUE:** As a reminder, the federal government enacted a new \$600 unemployment insurance payment because of COVID-19. The law requires that this \$600 be EXCLUDED for Medicaid eligibility purposes, but requires that it be INCLUDED for APTC and CSR eligibility purposes. As we use the same IT eligibility rules engine for Medicaid and APTC, this created an IT issue here and in many places across the country – not to mention consumer confusion. On May 23, DCAS made an update that ignores the \$600 weekly in unemployment income from the pandemic unemployment boost when calculating Medicaid eligibility and correctly includes this income if the household qualifies for APTC. Prior to this fix, HBX staff worked with counterparts at the Department of Human Services to review and correct eligibility for those who reported pandemic unemployment insurance.

**UPATE ON ABORTION DOUBLE BILLING:** As a reminder, the Trump Administration issued a rule requiring separate premium invoices for premiums for abortion services. This was supposed to be implemented for the next billing cycle after June, with flexibility for states if carriers showed they were working toward that effort. Recognizing COVID-19 priorities, CMS issued a two-month delay for the effective date, and again emphasized flexibility given pandemic priorities for carriers. CMS also provided a year flexibility tied to the federal emergency. HBX continues to work with both Kaiser and CareFirst on this issue to ensure consistency with federal law.

**UPDATE ON GROUPS IN ARREARS:** As of June, out of the more than 5,100 employers, there are 825 (16%) groups in arrears. The amount owed is \$6.2 million.

#### **HBX OFFICE OPERATIONS UPDATE:**

- **CONTACT CENTER** is operating in a fully remote status, response times have returned to normal consistent with past years.

- **UPDATE ON TELEWORK STATUS:** HBX remains on 100% telework through Phase 2. Mayor Bowser said last week that once the pandemic is over, telework will become the new normal for many District agencies.
- **BI-WEEKLY STAFF MTGS:** Since we have been operating remotely, we hold all staff meetings bi-weekly via web-ex video.
- **EMPLOYEE ASSISTANCE PROGRAMS:** HBX has engaged INOVA, DCHR's employee assistance program. INOVA EAP conducted several sessions for HBX employees and managers focusing on how to continue to be productive and manage work and life during times of crisis (specific to COVID-19). Next EAP sessions will include mindfulness, mental health, digital burnout, social injustice and others. Also, city-wide sessions are available to HBX and many HBX staff have participated in those.
- **LEADERSHIP AND MANAGEMENT TRAINING:** We refocused leadership development training to focus on resiliency and how to manage during COVID-19. There were two sessions held to date.
- **SOCIAL JUSTICE:** In response to George Floyd's murder, which highlighted the ongoing racial injustices not only in policing, but across our society, we are working on a 12-month plan looking for ways to be a part of the solution to systemic racism, discrimination, and injustice in America. I made this a leadership initiative. At the first all-staff meeting after Mr. Floyd's murder, we had an open discussion on race in America. Many staff members shared their own personal experiences growing up and living with racism and police brutality. The leadership team developed a draft values statement which we shared with all staff for comments. We are working on specific goals that we want to accomplish in the next 12 months that are both inward and outward looking. Although this is still in very early stages, I wanted to make you aware of the effort. We believe it is critical to be part of the solution, which for us begins with gaining knowledge, being mindful and intentional on helping to end systemic injustice.

**COUNCIL LEGISLATION:** The Health Committee marked up the Pregnancy as a Qualifying Life Event bill. Recall that Diane testified on behalf of HBX in support of this legislation. While the Board adopted a SEP in January to apply to our SHOP and individual marketplace, the legislation before Council would apply to the large group market and would be a critical consumer protection for people who work for employers with more than 50 employees. The Council had a first reading yesterday.

## **FEDERAL UPDATES**

**NASHP Hill Visits:** NASHP organized virtual SBM meetings with bicameral Congressional Democratic and Republican staffs in June. These meetings were an opportunity for us to highlight our responses as SMBs to COVID-19 and the importance of being an SBM to our state efforts during this pandemic.

**DOL/IRS Rule (May 4, 2020):** In response to COVID-19, the federal Administration provides an extension of certain timeframes for employees, participants and beneficiaries. This rule tolls deadlines for SEPs and COBRA qualifying events for 60 days after the end of the national

emergency related to COVID-19. This means that people in group health plans will have additional time, beyond the normal 30 days to report a qualifying life event. We are working on IT changes and operational changes to ensure that our customers have the additional flexibility.

**FINAL RULE ON 1557 NONDISCRIMINATION** (June 19, 2020): This final rule removes key protections for gender identity and sex. As we indicated in our comments to the proposed rule, removing protections will cause harm to the LGBTQ+ community and women. The final rule also eliminates important protections for people with limited-English. This rule is being challenged in court.

**CONGRESSIONAL UPDATE:** On June 29, 2020, the House passed legislation to improve the ACA. This includes changing APTC so that it no longer has an income cap, but would ensure that no one would have to pay more than 8.5% of their income to purchase a silver level plan; it fixes the family glitch; it provides funding for reinsurance; provides federal funding for states that want to become SBMs; requires the federal government to spend funds on outreach and enrollment activities for the FFM; eliminates the Trump Administration expansion of junk insurance; provides new funding to encourage states to expand Medicaid and includes other Medicaid enhancements. No Senate action is expected.

**FEDERAL COURT UPDATES:**

**Abortion Two-Bills Requirement:** State Democratic Attorneys General, including DC AG Karl Racine, challenged the Trump Administration rule that requires two premium invoices for abortion coverage and non-abortion coverage. District court hearing was on June 25, 2020. We are also tracking a similar lawsuit filed by Planned Parenthood in Maryland federal court. There is no hearing date yet for the private litigation.

**AMICUS BRIEF ON FFM & LACK OF A COVID-19 SEP:** On June 15, 2020, the City of Chicago filed suit in federal court in Washington DC against HHS for the agency's failure to declare the public health emergency as an "exceptional circumstance" allowing a special enrollment period (SEP) in federal marketplace states. On June 22, the DC Attorney General signed on to a multi-state amicus brief with 13 other states supporting the argument that COVID-19 is an "exceptional circumstance" and should trigger a SEP. The U.S. House of Representatives also filed an amicus brief arguing that failure to create a SEP violated the goals of the ACA.

**PERSONNEL UPDATE:**

Ms. Kofman thanked Angela Franco for her service at HBX. As some of you know, Ms. Franco has worked with us both when she was in the private sector and now for the last three years as our Senior Advisor. I know that Ms. Franco will do great things as the Interim CEO of the DC Chamber of Commerce. They are very lucky to have her.

Ms. Watkins joined the meeting during the Executive Director report.

**VI. Finance Committee Report, Henry Aaron, Chair**

The Finance Committee has met four times since our last board meeting. All meetings have been by phone/web-ex where all three Committee members, myself, Ms. Lewis and Ms. Watkins, participated. The meetings occurred on April 9, May 7, June 11 and July 2.

**PROCUREMENTS FOR IT CONSULTING SERVICES:** There are three contracts before the Board this evening. They are to exercise option year 1 for three of the IT Services CBEs we use: Idea Crew, DataNet and Innovation Horizons. Ms. Kofman will go through them in detail later this evening, but Finance has approved all three. Two of them are above \$1 million and are also subject to Council approval.

**MAXIMUS CALL CENTER CONTRACT UPDATE:** As a reminder, Maximus is the vendor that staffs our call Center. The Board approved this contract in July of 2017 as a base year contract plus four option years. Staff updated us that the third option year went to Council on July 1, 2020 for a total of \$5,366,281.00. It is a cost-allocated contract with DHCF. Based on recent data analysis it is likely that the cost allocation will change from the current 26% HBX/74% DHCF to 52% HBX/48% DHCF pending CMS approval.

**FY 21 ASSISTER GRANT FUNDING:** The Finance Committee reviewed the proposed FY 21 Assister Grant Funding proposals and approved them. As Ms. Kofman will discuss in further detail, I will leave it there. These were also reviewed by the Executive Board Operating Committee.

**FY 21 BUSINESS PARTNER GRANTS:** After review and approval by the Executive Board Marketing Committee, the Finance Committee also reviewed and approved the business partnership grants for FY 21. These grants have a caveat that 25% of funding is being withheld pending HBX staff approval of the partners revised plans for virtual programming. As Ms. Kofman will discuss these further at tonight's meeting, I will stop there.

**FY 21 METRO ADS:** After Marketing Committee review and approval, the Finance Committee also reviewed and approved the FY 21 Metro Ad proposal to spend up to \$355,000 on these ads we do each year. Importantly, flexibility has been provided to HBX staff to ensure prudent use of these funds given COVID-19 and the impact on Metro and Metro bus usage. Again, Mila will discuss these further tonight so I will stop there.

**COVID-19 SPENDING:** At our April 1 board meeting, I updated you that the Finance Committee authorized \$500,000 to be added to the HBX budget to cover anticipated COVID-19 expenses. The funds were added by the CFO and they have been utilized. In fact, HBX spending on COVID-19 may exceed the \$500,000 threshold. HBX staff have confirmed that funds are available in the existing budget to cover these expenses if they do exceed that amount. Expenses have included: Equipment purchases for telework status; increases in IT development for changes to the system to account for COVID-19 needs; and vendor costs to transport and set up computers for contact center representatives in their homes to name several.

**ASSESSMENT UPDATE:** DISB mailed the assessment letters to carriers for our 2021 Budget on July 2<sup>nd</sup>. The assessments are due August 17, 2020 and carriers may appeal until August 20, 2020.

**INVESTMENT UPDATE:** We also continued to review our investments over the past several months. As reported at the April meeting, yields remain unstable at this time. Given that instability, the advice from the OCFO Investment Manager is that maturing investments go into a government money market fund rather than reinvested in Treasury Notes/Bills at this time. We have two Treasury Notes that mature at the end of July. Per that advice, if nothing changes before then, the Finance Committee concurs with the advice provided and those funds will be moved to government money market funds. When the market stabilizes, we will re-evaluate.

**MASSACHUSETTS UPDATE:** Massachusetts began its new fiscal year on July 1, 2020. Their budget was approved by their Board in May which enabled our team to have the budget loaded in the DC system for a smooth transition between fiscal years for them.

**FINANCIAL REVIEW:** Each month, the Finance Committee reviewed the monthly budget and spending reports, the IT development reports and the Purchase order reports and found nothing of concern.

**VII. Update on the Convening of Health Carriers Regarding Access to Health Care East of the River, Diane Lewis, Chair**

At our February Board Meeting, we voted as a Board to convene DC Health Link health insurance carriers to investigate ways they could help address the lack of medical providers east of the river in Wards 7 and 8. As you will recall, we did this in response to inquiries from Health Committee Chairman Vincent Gray at our hearings.

HBX staff reached out to the carriers soon after that February Board meeting and we had our initial one-on-one meetings with each of the four DC Health Link health insurance carriers on March 5<sup>th</sup> and 6<sup>th</sup>. Of course, COVID-19 hit immediately after those meetings and the attention of our health insurers and HBX staff was intentionally refocused toward COVID-19 efforts. In June, HBX staff re-engaged with carriers so we can move this initiative forward. Staff have had follow-ups with each of them. We are scheduling a second round of one-on-one meetings with each carrier over the last two weeks of July with a goal to arrive at some strategies in the short-term that carriers may be able to implement and continue to explore other avenues for long-term solutions.



**VIII. Presentation on Coronavirus & Health Insurance Coverage and Delays in Use of Health Care, *Leighton Ku, Board Member & Professor, Dept. of Health Policy and Manager, Director, Center for Health Policy Research, Milken Institute School of Public Health, George Washington University***

Dr. Ku reviewed some recent [research](#) that had been distributed to the Board. He noted that the District is about third in the country in terms of the percentage of the population being insured and is well below the national average. An important statistic is how many people have delayed needed medical care. As a result of the pandemic, it appears that the older, more prosperous population has delayed care.

**IX. Discussion Items**

- a. Exercise Option Years for Certified Business Enterprise (CBE) Contractors, for IT consulting services – *Mila Kofman, Executive Director*
  1. IdeaCrew, Inc.
  2. Data Net Systems Corp.
  3. Innovation Horizons, LLC

Ms. Kofman noted that the Finance Committee has recommended approval of three CBE contracts by the full Board. IdeaCrew, Inc., Data Net Systems Corp., and Innovation Horizons, LLC.

The CBE vendor IdeaCrew, Inc. is under an existing contract to provide IT services to HBX. IdeaCrew, Inc. performs a significant portion of IT development and IT staffing services work for both HBX and the Massachusetts Health Connector (MHC.) The current base period of January 13, 2020 through September 30, 2020 has a contract ceiling of \$7,000,000. Council approved this contract because it exceeded \$1 million.

The next option year (OY1) would run from October 1, 2020 through September 30, 2021. HBX staff recommend a contractual ceiling of \$10,800,000 for the new option year. The Massachusetts Health Connector will reimburse HBX for their expenses which are estimated to total \$2,000,000 for the new option year. Because this is an IDIQ contract subject to a ceiling, our \$10,800,000 million for this option year includes a reserve in order to provide room for any unanticipated, board-approved IT work.

HBX requests the approval to exercise option year one (OY1) of the HBX contract with IdeaCrew, Inc. It would run from October 1, 2020 through September 30, 2021, in an amount not to exceed \$10,800,000 of which approximately \$2,000,000 will be reimbursed by MHC. As this contract exceeds \$1 million, it requires Council approval.

The CBE vendor DataNet Systems Corp. is under an existing contract to provide IT development and supplemental staffing services for HBX. The current base period of January 13, 2020

through September 30, 2020 has a contract ceiling of \$7,000,000. Council approved this contract because it exceeded \$1 million.

The next option year (OY1) would run from October 1, 2020 through September 30, 2021. HBX staff recommend a contractual ceiling of \$1,200,000 for the new option year. Because this is an IDIQ contract subject to a ceiling, our \$1,200,000 ceiling for this option year includes a reserve in order to provide room for any unanticipated, board-approved IT work.

HBX requests approval to exercise option year one (OY1) of the HBX contact with DataNet Systems Corp. It would run from October 1, 2020 through September 30, 2021, in an amount not to exceed \$1,200,000. As this contract exceeds \$1 million, it requires Council approval.

The CBE vendor Innovation Horizons, LLC is under an existing contract to provide IT development and IT staffing services work for HBX. The current base period of January 13, 2020 through September 30, 2020 has a contract ceiling of \$7,000,000. Council approved this contract because it exceeded \$1 million.

The next option year (OY1) would run from October 1, 2020 through September 30, 2021. HBX staff recommend a contractual ceiling of \$800,000 for the new option year. Because this is an IDIQ contract subject to a ceiling, our \$800,000 ceiling for this option year includes a reserve in order to provide room for any unanticipated, board-approved IT work.

HBX requests the approval to exercise option year one (OY1) of the HBX contract with Innovation Horizons, LLC. It would run from October 1, 2020 through September 30, 2021, in an amount not to exceed \$800,000.

b. FY 21 Assister Grants – *Mila Kofman, Executive Director*

The Finance and Marketing Committees have approved assister grants as follows: Community of Hope, \$152,600; La Clínica del Pueblo \$26,300; Leadership Council for Healthy Communities, \$157,900; Mary's Center, \$84,200; and Whitman-Walker Health, \$263,200.

c. FY 21 Business Partner Grants – *Mila Kofman, Executive Director*

The Finance Committee has approved business partner grants as follows: DC Chamber of Commerce, \$136,800; Greater Washington Hispanic Chamber of Commerce, \$163,200; and Restaurant Association of Metropolitan Washington, \$15,800.

d. FY 21 Metro Ads – *Mila Kofman, Executive Director*

The Finance and Marketing Committees have approved Metro ads as follows: up to \$355,000, but in all likelihood we will not use all of it since fewer people are using Metro at this time.

- e. HBX Employee Awards Pilot Project – *Diane Lewis, Chair, Board Operations Committee*

Ms. Lewis said that the Board Operations Committee had recently approved a pilot Employee Awards Program and asked Ms. Kofman to provide details.

Ms. Kofman stated we are putting forward for a vote a [pilot project](#) for employee awards. The goals of an HBX Employee Awards Program are to:

- Publicly acknowledge our gratitude towards our employees;
- Consciously call out successful behaviors and work habits that are exceptional, in order to provide examples for colleagues;
- Provide managers with additional tools to incentivize, motivate, or express thanks for employees.

The creation of an awards program is another piece of our ongoing plan to move out of “start-up” mode into an ongoing operations mode.

In designing the pilot project, we relied on the following assumptions about how to structure of the awards program:

- Start with a small number of awards in the pilot period so that we can learn from the experience and adjust accordingly. We want to test what works and make changes as needed, once we move out of the pilot phase.
- Have the awards process to be primarily driven by employees, so that there is transparency in the process and buy-in for the success of the program.
- Follow the guidance laid out in the District Personnel Manual and borrow elements from awards programs that are currently in effect with other DCHBX agencies, such as DFS and HSEMA.

## **THE PILOT PROJECT**

During the pilot project period, HBX would award three types of awards:

- **Employee of the Month** – awarded monthly to one employee who is not a supervisor. The award winner would receive a nominal award, such as a certificate. Winners would be announced at monthly all-hands meetings. Once a year, all of the “Employees of the Month” would be acknowledged at our end-of-year party.
- **Supervisor of the Year** – awarded once a year to one supervisor. The winner would receive a nominal award, such as a certificate. The winner would be announced at end-of-year party.
- **Instant Cash In Your Account** – awarded once a year to several employees. This cash award is up to \$250 per winner. The actual award amount will depend on the availability funds in the budget. All winners would receive the same amount. Winners of Employee of the Month and Supervisor of the Year are eligible to receive this award, but other employees are also eligible to receive this award.

Any employee can nominate someone for an award. (In other words, nominations are not limited to supervisors.)

An Awards Committee made up of employees and supervisors would review nominations and make recommendations for award to the HBX Executive Team. (The Executive Team in the document is Mila, Yi-Ru, Debbie, or Purvee.) The assumption is that Awards Committee recommendations will be taken by the HBX Executive Team, but ultimate responsibility for the decision is with the Executive Team.

**X. Public Comment**

No public comment was proffered.

**XI. Votes**

**1. Option Years for CBE Contracts for IT Consulting Services:**

- a. IdeaCrew, Inc.
- b. Data Net Systems Corp.
- c. Innovation Horizons, LLC

It was moved and seconded to approve Option Years for CBE Contracts for IT Consulting Services for IdeaCrew, Inc., Data Net Systems Corp., and Innovation Horizons, LLC as set forth above. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, Mr. Pitts, and Ms. Watkins voting yes.

**2. FY 21 Assister Grants**

It was moved and seconded to approve Assister grants for Community of Hope, La Clínica del Pueblo, Leadership Council for Healthy Communities, Mary's Center, and Whitman-Walker Health, as set forth above. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, Mr. Pitts, and Ms. Watkins voting yes.

**3. FY 21 Business Partner Grants**

- a. DC Chamber of Commerce and Greater Washington Hispanic Chamber of Commerce

It was moved and seconded to approve business partner grants for the DC Chamber of Commerce and Greater Washington Hispanic Chamber of Commerce as set forth above. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, Mr. Pitts, and Ms. Watkins voting yes.

b. Restaurant Association Greater Washington

It was moved and seconded to approve business partner grants for the Restaurant Association Greater Washington as set forth above. The motion carried, with Dr. Aaron, Dr. Ku, Ms. Lewis, and Ms. Watkins voting yes. Mr. Pitts recused himself.

**4. FY 21 Metro Ads**

It was moved and seconded to approve FY 21 Metro Ads as set forth above. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, Mr. Pitts, and Ms. Watkins voting yes.

**5. HBX Employee Awards Pilot Project**

It was moved and seconded to approve HBX Employee Awards Pilot Project as set forth above. The motion carried unanimously, with Dr. Aaron, Dr. Ku, Ms. Lewis, Mr. Pitts, and Ms. Watkins voting yes.

**f. Closing Remarks and Move to Executive Session, *Diane Lewis, Chair***

Pursuant to DC Code Section 2-575(b)(4) and (10) and 31-3171.11 the Board moved to closed session to discuss personnel and litigation. The public portion of the meeting ended at 6:37 p.m.