

CONTINUITY OF OPERATIONS PLAN (COOP)

Draft March 26, 2020

In the event that the Mayor of the District of Columbia declares the existence of a public emergency, pursuant to D.C. Official Code 7-2304, this plan will go into effect if one or more Executive Board members is temporarily unable or unavailable to carry out their duties due to circumstances related to the public emergency.

This plan applies to the operations of the HBX Executive Board and the HBX Executive Board Committees.

During the duration of a public emergency pursuant to D.C. Official Code 7-2304, only essential and time sensitive Executive Board Member activities would continue to be performed. This includes but not limited to contract approvals, investment approvals, and major policy decisions of the nature that typically have required Executive Board action.

COOP in Effect if Both of the Following Conditions are Met:

1. The Mayor of the District of Columbia declares the existence of a public emergency, pursuant to D.C. Official Code 7-2304; **and**
2. If there are 5 or fewer appointed voting members on the HBX Executive Board and 2 or more are temporarily unable or unavailable to carry out their duties on the Executive Board or Committees due to circumstances related to the public emergency.

COOP: The following process applies notwithstanding procedures set forth in the Bylaws for the District of Columbia Health Benefit Exchange Authority and HBX Policies and Procedures:

Committees:

- For decisions, authorizations, recommendations, consultations, and any other activities performed by an HBX Executive Board Committee with a membership of two or three Board members, if only one member of the Committee is available to carry out their duties, then such Board member is responsible for decisions, authorizations, recommendations, consultations, and any other activities performed by such HBX Executive Board Committee. As soon as reasonably practicable, the Executive Director must inform the Board Chair of the Committee Status operating with one board member.
- If no Executive Board member of the Committee is available to carry out their duties, then decisions, authorizations, recommendations, consultations, and any other activities performed by the Committee goes to the Executive Board.

Executive Board:

- For decisions, authorizations, recommendations, consultations, and any other activities performed by the HBX Executive Board, Board members who are available to carry out Board duties are responsible for decisions, authorizations, recommendations, consultations, and any other activities performed by the HBX Executive Board. Decisions shall be memorialized and posted.

- If only one member of the Board is available to carry out Board duties, then such Board Member is responsible for decisions, authorizations, recommendations, consultations, and any other activities performed by the HBX Executive Board. Decisions shall be memorialized and posted.
- If no Board member is available to carry out Board duties, then the Executive Director is responsible for decisions, authorizations, recommendations, consultations, and any other Board responsibilities until such time when a Board member becomes available. Decisions shall be memorialized and posted.

Board Succession: Board Chair, Board Vice Chair, Board Treasurer/Secretary, Board Member with the Longest Tenure.