

DRAFT MINUTES**ARKANSAS HEALTH INSURANCE MARKETPLACE BOARD OF DIRECTORS
ONE CAPITOL MALL, COMMITTEE ROOM B
LITTLE ROCK, ARKANSAS**

The Arkansas Health Insurance Marketplace (AHIM) Board of Directors met Thursday, November 14, 2013, at 8:30 a.m., in One Capitol Mall, Committee Room B, Little Rock, Arkansas.

Board members present: Ms. Sherrill Wise, Chairman; Mr. Steve Faris, Vice Chairman; Mr. Fred Bean, Mr. Mike Castleberry, Ms. Annabelle Imber Tuck, Mr. Jerry Jones, Mr. Chris Parker, and Mr. Jay Bradford.

Legislators attending: Representatives Mark Biviano and Eddie Armstrong.

Ms. Wise called the meeting to order.

CONSIDERATION TO ADOPT NOVEMBER 6, 2013, MEETING MINUTES [EXHIBIT C]
Ms. ImberTuck made a motion to approve the November 6, 2013, meeting minutes. Mr. Faris made a second to the motion, and the motion carried.

SUMMARY OF NOVEMBER 7, 2013, CENTER FOR CONSUMER INFORMATION AND INSURANCE OVERSIGHT (CCHIO) CLARIFICATION CALL

Ms. Sherrill Wise, Chairman, explained the AHIM Board will be a sole-source contractor of the Arkansas Insurance Department (AID), and that is now clearly delineated in the grant. AHIM will prepare invoices for expenses incurred and submit them to AID, which will submit a drawdown request on the grant. She noted they will need to work with AID on the process for obtaining “start-up” funds for up-front expenses, etc.

GRANT COMMITTEE UPDATE

Mr. Chris Parker, Secretary/Treasurer, Grant Committee Chair, noted a different Memorandum of Understanding (MOU) will need to be drawn for the Board to function like a contractor under the grant. He will work with the Bureau of Legislative Research (BLR) and the AID to have a draft MOU ready for the next meeting.

GRANT DISCUSSION

Ms. Sandra Harlow, First Data, explained the November 13 budget corrections to the [HANDOUT 1] grant resulting in a difference of \$1860.20 from the November 5 amount. Ms. Harlow noted that after the Board gives final approval, First Data will be working with Ms. Amanda Spicer, AID, who will electronically submit the grant.

Ms. Imber Tuck made a motion to approve the current version of the grant request for submission. Mr. Jones made a second to the motion, and the motion carried.

Ms. Wise signed the Board’s grant approval letter, and the grant request will be submitted later in the day.

The AID’s \$336,000 contract amendment with First Data was reviewed by the Arkansas Legislative Council’s Review Committee, so AHIM’s analyses can go forward. Ms. Wise asked about the work plan and persons who will be doing it. Ms. Harlow noted she will not be working on this but will assist in the transition. The work plan information with more details will be provided to the Board.

SEARCH COMMITTEE UPDATE/DISCUSSION

Mr. Steve Faris, Vice Chairman, Search Committee Chair, said the full board should meet to decide how it will move forward with regard to hiring a director or interim director. He noted there should be consideration regarding an administrative assistant and someone for information technology. Mr. Bradford suggested First Data could assist in this process and do organizational work until the Board puts people on the payroll. Ms. Wise clarified that an interim director would be someone working perhaps in this capacity from February 15, 2014, through the end of the 2014 calendar year.

The Board will meet **Thursday, December 5, at 8:30 a.m. to discuss personnel issues**. Information is to be provided to the Board prior to the meeting.

Mr. Parker and Mr. Bean have been looking at possible meeting spaces, a conference room in an office building, but are also looking to the future to giving consideration for permanent space in a facility that works with the Board for meeting space initially. Mr. Bean noted Mr. Von McCrary, a commercial real estate broker, would assist at no charge. Mr. Parker and Mr. Bean will report more on this at the next meeting.

PROCUREMENT RULES

Ms. Jessica Middleton-Kurylo, Attorney, BLR, spoke about Procurement Contract **[HANDOUT 2]** and Vendor Rules, noting that the Board is a non-profit political subdivision of the state and is free to devise its own procurement rules. She presented information based on a modified version of the lottery commission's rules but removed all references to the lottery commission and the statute specific only to the lottery commission. She also provided relevant statutes and Department of Finance and Administration procurement rules for reference and information.

Mr. Matthew Miller, Assistant Director for Legal Services, BLR, clarified that the Arkansas Health Insurance Marketplace Legislative Oversight Committee is the oversight body for the Board's business.

Ms. Wise provided a "streamlined" version of procurement rules for the Board's review. **[HANDOUT 3]** She asked members to read through this version also in preparation of a more detailed and robust conversation. She asked that comments be provided to Ms. Middleton-Kurylo.

Ms. Middleton-Kurylo also noted there was a handout with the AID's comments to the lottery commission-based rules. **[HANDOUT 4]**

OTHER BUSINESS

Ms. Wise said the Board is going to have to transition away from the BLR's assistance and asked Ms. Middleton-Kurylo to prepare some information what is currently being done by the BLR as a guide for this transition. It will be discussed at the next meeting.

Ms. Tuck asked that the AHIM information currently available on the General Assembly website be put on the AHIM's website.

Ms. Wise noted that she will coordinate the schedule for consultants wishing to make presentations to the Board. She noted these presentations are not to be a sales pitch.

NEXT MEETING

The next Board meetings will be: December 5, 2013, at 8:30 a.m. and December 11, 2013, at 8:30 a.m.

With no further business, the meeting adjourned at 10:05 a.m.