

MINUTES

**ARKANSAS HEALTH INSURANCE MARKETPLACE BOARD OF DIRECTORS
GRANT COMMITTEE**

**Arkansas Insurance Department
1200 West Third Street, Suite 201, Little Rock, Arkansas
1:15 p.m., Tuesday, October 8, 2013**

The Arkansas Health Insurance Marketplace (AHIM) Board of Director's Grant Committee met Tuesday, October 8, 2013, at 1:15 p.m., at the Arkansas Insurance Department in Little Rock, Arkansas.

Committee members present: Mr. Chris Parker, Chairman; Mr. Jerry Jones, Ms. Annabelle Imber Tuck, and Ms. Debbie Willhite (for Jay Bradford).

Mr. Parker called the meeting to order.

**CONSIDERATION TO APPROVE SEPTEMBER 25, 2013, MEETING MINUTES [EXHIBIT 1]
Ms. Tuck made a motion to approve the September 25, 2013, meeting minutes. Mr. Jones made a second to the motion, and the motion carried.**

Ms. Sandra Harlow, Senior Business Manager, First Data, was recognized. [HANDOUTS 1,1A,1B & 2] She gave a brief background of her experience, noting specifically working with California, a state based exchange, and also working with Colorado and Illinois. She said the purpose here is developing a Level One Grant for transitioning from a Partnership Exchange to a State-Based Exchange, with November 15, 2013, as the grant's submission date. The goals are to develop a high level plan necessary to complete the Level One Grant application and create a roadmap for the Level Two Grant. Handout 1A is a schedule of fourteen (14) activities and specific times allotted for each. Mr. Parker noted that the Search Committee also needs to be involved in the decision/budget process as it deals with personnel and support resources needed for the next three (3) to four (4) months.

Ms. Harlow stated the importance of keeping everyone informed and needing to touch base consistently; she suggested possibly using webinars. Mr. Parker noted the public notification requirements of members "coming together"; it becomes a public meeting.

Mr. David Sodergren, First Data, joined by conference call. Ms. Harlow explained a transition timeline, Handout 1B, noting grant submission dates, and the estimated (45 days) award times after submission. She is researching the issue of spending grant money for "look back" activities occurring before the grant was submitted. Mr. Sodergren said Level One Grants can be extended, but a grant request is for twelve (12) months.

Ms. Harlow explained Handout 2, noting the "BP Ref #" correlates to the Blue Print numbers, and the exchange functional activities for today's meeting are:

1. Legal Authority and Governance
2. Consumer and Stakeholder Engagement and Support
3. Eligibility/Enrollment
4. Plan Management
5. Financial Management, Risk Adjustment, and Reinsurance
6. SHOP (Small Business Health Options Program)

Going through each topic, Ms. Harlow noted activities associated with each.

Ms. Mandy Spicer-Webb, Arkansas Insurance Department, spoke briefly on creating and inputting data into the online forms.

Ms. Harlow identified current “action items” from the Legal Authority and Governance activity as:

- Staffing plan
- Administrative reimbursement
- Administrative expenses
- State based exchange organizational chart
- Discussing letters of intents

Mr. Parker will work with Ms. Jessica Middleton-Kurylo, Attorney, Bureau of Legislative Research (BLR), to obtain necessary documents for Ms. Harlow.

Ms. Harlow will present the Schedule, Timeline Draft, and Activities handouts to the Arkansas Health Insurance Marketplace Board at tomorrow’s (October 9, 2013) Board meeting. Mr. Parker also mentioned there should be Board discussion regarding eventual loss or cut back of the BLR’s services, space needs, etc.

With no further business, the meeting adjourned at 3:20 p.m.