

**MINUTES**

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

**Arkansas Insurance Department  
1200 West Third Street, Suite 201, Little Rock, Arkansas  
Wednesday, September 25, 2013**

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The Arkansas Health Insurance Marketplace (AHIM) Board of Directors Grant Committee met Wednesday, September 25, 2013, at 1:00 p.m., at the Arkansas Insurance Department in Little Rock, Arkansas.

**Committee members present:** Mr. Chris Parker, Chairman; Mr. Greg Hatcher, Mr. Jerry Jones, Ms. Annabelle Imber Tuck, Ms. Debbie Willhite (for Jay Bradford), and Ms. Sherrill Wise, ex-officio.

Mr. Parker called the meeting to order.

Mr. Parker introduced **David Sodergren, Project Management Director, First Data**. First Data is the consulting firm that will advise AHIM's Grant Committee on requesting federal grants. He also introduced **Mandy Spicer, Financial Manager, Health Benefits Exchange Partnership Division, Arkansas Insurance Department (AID)**.

Mr. Sodergren discussed the November 15 deadline for AHIM to apply for federal grants and documents provided to members (Handouts 1-5). He identified key documents involved in the application process and noted submission deadlines on page 3 of Handout 1. Other handouts are: Instructions for the upcoming grant ask, Memorandum of Understanding, Budget Narrative, and Program Narrative.

Level One Grants have a 12-month duration and provide funds for program planning. Level Two Grants are multi-year grants intended for implementing programs. States must spend 100% of funds provided via Level Two Grants by the end of 2016. Extensions, not beyond 12 months, are available only for Level Two Grants. Every deadline requires a new application and usually involves amendments to previous actions that list additional scopes of work. Ms. Spicer noted federal approval takes about 45 days. The "Notice of Award" specifies the amount granted.

The Committee briefly discussed whether the AHIM Board of Directors is subject to legislative appropriation rules. It was pointed out that the AID is submitting the grant request rather than Board.

Mr. Sodergren discussed developing the Grant's content, which involves a three-part approach:

- Background – repurposes information already written and explains why the Board needs funds.
- Project Roadmap – explains projected activities to occur from September until August.
- Budget Development – supports roadmap and includes narratives describing each component.

The roadmap should include high-level analysis that defines decision-making processes the Board intends to follow. The budget must list every component of the roadmap including details about staffing, vendors, and procurement, and the amount needed to fund each one. Mr. Sodergren expects to finalize the roadmap within the next three weeks and hopes to have the budget planned by November 1. Ms. Spicer and Mr. Sodergren will check to ascertain who is to write the letter of intent.

The Committee will meet October 8, 2013, at 1:15 p.m., at the AID, and every Tuesday thereafter until the application is complete. Ms. Willhite will ask Emily Pedneau, Health Insurance Specialist, United States Department of Health and Human Services, to join the next Committee meeting via conference call.

With no further business, the Committee adjourned at 3:00 p.m.