

**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 15, 2013**

The Arkansas Health Insurance Marketplace (AHIM) Board of Director's Grant Committee met Tuesday, October 15, 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. Cynthia Crone (for Jay Bradford), and Ms. Sherill Wise, Ex-Officio.

**Also attending:** Mr. Steve Faris, Vice Chair, AHIM Board.

Mr. David Sodergren, Mr. Gary Lieberman, and Mr. Russell Gregory of First Data, all joined by conference call.

Mr. Parker called the meeting to order.

**CONSIDERATION TO APPROVE OCTOBER 8, 2013, MEETING MINUTES [EXHIBIT 1]**  
**Mr. Jones made a motion to approve the October 8, 2013, meeting minutes. Mr. Parker made a second to the motion, and the motion carried.**

Mr. Parker noted AHIM Board's expenses incurred through October 8, 2013, include:

- \$4,000 accrued in per diems as of October 8, 2013
- \$175 approximate cost of legal advertising for Operating Rules rulemaking
- \$50 fee for filing Articles of Incorporation with the Secretary of State

Mr. Parker also noted there will be fees for personnel searches and estimated additional per diems. He will provide this information to Ms. Sandra Harlow, First Data, for budgeting purposes.

**Ms. Sandra Harlow, Senior Business Manager, First Data,** stated the Board has access to [HANDOUT 1] Bureau of Legislative Research (BLR) staff until November. Mr. Matthew Miller, Attorney, BLR, stated BLR staff is on a 30-day rolling period. Ms. Wise stated she has requested to keep BLR staff on a monthly basis. Ms. Harlow noted if BLR staff is not continued, staff projections would have to be included in the budget.

Ms. Wise stated the Board will have to forecast all expenses and meeting costs incurred between now and December 31, 2013. Ms. Crone stated the grant period is from January through December, but expenses are allowed to be recouped 90-days prior to the grant period.

Ms. Wise explained the Arkansas Insurance Department (AID) contract with First Data and the Memorandum of Understanding between the AHIM Board and the AID allows the Board to use \$336,000 for staffing. She suggested once the grant is submitted, the Grant Committee become the Rules Committee.

Mr. Parker asked Ms. Harlow if there are any items she needed thus far from the committee. Ms. Harlow stated the budget items First Data is looking at are:

- The expenses to-date and a projection of what type of administrative expenses
- Staffing plans for the State Based Exchange (SBE) and when they will come on-board
- Approval letters and the process for the Governor's office letter of approval

Ms. Crone stated for the governor's approval letter, the Board will need to have a budget and an abstract of what is being requested at least a week prior to the submission date.

Ms. Harlow stated Handout 1, noting the "BP Ref #" correlates to the Blue Print numbers, and the exchange functional activities for today's meeting are:

1. Organization and Human Resources
2. Finance and Accounting (no previous activity for FFE Partnership model)
3. Technology
4. Privacy and Security
5. Oversight/Monitoring/Reporting
6. Contingency Planning
7. Re-Use

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

Mr. Parker stated Senator Sanders will speak to the AHIM Board of Directors at its October 23, 2013, meeting. Also the AHIM Board of Directors will come before the Arkansas Health Insurance Marketplace Legislative Oversight Committee on October 30.

Ms. Tuck asked how Legislative Audit would be involved in oversight and monitoring. Ms. Jessica Middleton-Kurylo, Attorney, BLR, stated she would research the issue.

**Mr. David Sodergren, First Data**, stated they are working to get people on-board before the grant is written. First Data is anticipating three (3) full-time individuals.

Mr. Parker asked Ms. Crone to connect Ms. Harlow with individuals at the Department of Human Services to discuss grant activities.

Ms. Harlow anticipates having draft portions of the grant completed for the next committee meeting.

With no further business, the meeting adjourned at 2:45 p.m.