

**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 29, 2013**

The Arkansas Health Insurance Marketplace (AHIM) Board of Director's Grant Committee met Tuesday, October 29, 2013, at 1:15 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, and Ms. Sherill Wise, Ex-Officio (via conference call).

**AHIM Board members present:** Mr. John Denery, Mr. Steve Faris, and Ms. Debbie Willhite (for Mr. Jay Bradford).

**Legislators present:** Representative Jim Dotson

**First Data staff present:** Ms. Sandra Harlow, Mr. Russell Gregory, Mr. Gary Lieberman, and Mr. David Sodergren (via conference call).

Mr. Parker called the meeting to order.

**CONSIDERATION TO APPROVE OCTOBER 22, 2013, MEETING MINUTES [EXHIBIT 1]**  
**Ms. Tuck made a motion to approve the October 22, 2013, meeting minutes. Mr. Jones made a second to the motion and the motion carried.**

**ACTION ITEMS**

- Expense Reimbursements  
**Ms. Sandra Harlow, First Data**, addressed the need for estimates of reimbursement expenses for the Board's administrative expenditures from October to the present. Mr. Parker suggested an estimate of \$15,000 based on projected expenditures through February 15, 2014.
- Office Space  
Mr. Parker estimated a cost of \$16.50/square foot for a 1,400-1,500 square foot office space with considerations given to a conference room, parking, and personnel.

**ASSUMPTIONS LOG REVIEW [HANDOUT 1]**

Ms. Harlow reviewed each category and assumption. **Ms. Jessica Middleton-Kurylo, Attorney, Bureau of Legislative Research**, advised that pursuant to Act 1500, AHIM employees do not participate in the Arkansas Public Employee Retirement System (APERS). Ms. Harlow will exclude APERS.

**GRANT DOCUMENTATION:**

Draft Organizational Chart [HANDOUT 2]

**Mr. David Sodergren, First Data**, pointed out that the Board will need to decide if it needs a full-time general counsel and when the communications director should start work. Total employees for a state-based exchange could total 50-60 employees, which should be taken into consideration when deciding on office space. Two administrative support employees were recommended by the committee.

Job Descriptions [HANDOUTS 3-8]

Ms. Harlow advised that salary ranges are based on information from other states. Job descriptions and responsibilities were provided for the following positions:

- Executive Director
- Business Manager
- Communications Director
- Director of Administration
- IT Director
- General Counsel

Health Insurance Marketplace employees currently performing these duties were asked to review the relevant descriptions.

Ms. Harlow advised that states do very different things in regard to a general-counsel. Some bring them on board as needed, some use full-time paralegals, etc. She added that there is very little information on salaries for this position.

#### Level of Effort Estimate

**[HANDOUTS 9-10]**

Mr. Sodergren discussed the schedule for the period November 13, 2013, through December 14, 2014. The schedule is broken down into logical areas of work with staffing needs. A high-level definition for each grouping of consulting support was also provided for the following:

- program planning/governance support
- project management/federal documentation support
- research/assessments
- business and technical analysis
- procurement
- market analysis
- business financial model
- reinsurance, risk corridor, risk adjustment

It was suggested that persons from other states that have gone through this process share their experiences with the Board. Ms. Jessica Middleton-Kurylo advised that she has started drafting procurement rules.

#### Administrative Estimate

**[HANDOUT 11]**

Ms. Harlow discussed the draft maximum salaries and wages budget, which covers a 10-month period of time (March-December). The percentage of effort for the positions should be 100% with the exception of the general counsel. Ms. Harlow also discussed budget figures for contractors, equipment, furniture, supplies, travel, administrative costs, promotional items, office space, security, etc.

#### Grant Outline

**[HANDOUT 12]**

Ms. Harlow discussed the structure of the Level One grant request. She advised they expect to have the first draft of the entire grant written by next week.

There being no further business, the meeting adjourned at 2:55 p.m.