

**IDAHO HEALTH INSURANCE EXCHANGE
IT SUBCOMMITTEE
MINUTES
June 3, 2013**

Idaho Health Insurance Exchange IT Subcommittee convened at:
Pete T. Cenarrusa Bldg.
450 W. State Street
Boise, Idaho 83702

SUBCOMMITTEE MEMBERS PRESENT

Frank Chan, Chairman
Richard Armstrong
Mark Estess
Zelda Geyer-Sylvia
Fernando Veloz
Scott Kreiling

OTHERS PRESENT

Rick Moran
Drew Hall
John Foster
Kate Haas
Alicia Ritter
Emily Patchin
Noelle Lovern
Shad Priest
Brody Aston
Wes Trexter
Colby Cameron
Kim Thurston

CALL TO ORDER

Following proper notice in accordance with Idaho Code, Section 67-2343, and pursuant to call by the Chairman, the IT Subcommittee meeting of the Idaho Health Insurance Exchange was called to order by Frank Chan, Chairman of the Subcommittee, at 3:15 p.m. on Monday, June 3, 2013, at the Pete T. Cenarrusa Bldg., 450 W. State Street, Boise, Idaho.

ROLL CALL

Richard Armstrong called the roll. Roll call showed **six (6)** members present. With **five (5)** voting members present and **one (1)** non-voting member present. Chairman Chan declared a quorum.

AGENDA AMENDMENTS

Frank Chan, Chairman, opened the floor for any amendments to the agenda, there being none, the IT Subcommittee advanced to the next order of business.

ADOPTION OF MINUTES FROM IT SUBCOMMITTEE MEETING ON MAY 15, 2013

Motion: Scott Kreiling moved that the minutes of the May 15, 2013, IT Subcommittee meeting be adopted as prepared.

Second: Fernando Veloz

Roll Call Vote:

Ayes: **Frank Chan, Chairman, Mark Estess, Scott Kreiling, Zelda Geyer-Sylvia, and Fernando Veloz**

Nays: None

Motion Carried

MARKET ASSESSMENT

Executive Director Amy Dowd started her presentation by distributing handouts and discussing proposed next steps for Track II of the Idaho Health Insurance Exchange. The first recommendation discussed was performing a short “best practices” market assessment for the State-Based Exchange Implementation. Highlights discussed are as follows:

- Proposal to engage a technology agnostic professional services organization to provide objective information and recommendations for Idaho
- Assessment that would span all exchange functions are:
 - Plan Management
 - “Connector” Programs
 - Training
 - Marketing
 - Call Center
 - Appeals and Grievances
 - Technology

This is also a recommendation from the Center for Consumer Information and Insurance Oversight (CCIIO). CCIIO expects Idaho to take the most efficient path forward to become a State-Based Exchange. Advantages of this approach are listed as follows:

- Helps build business case for additional grant funding
- Helps create a set of documents to use for grant applications

Ms. Dowd discussed two (2) options for completing the best practices market assessment:

- Option I – starting the market assessment parallel to issuing an RFP for a systems integrator and a software solution
- Option II – perform the market assessment prior to issuing the RFP for a systems integrator and a software solution

After discussing both Option I and II, the IT Subcommittee agreed to make a recommendation to the Idaho Health Insurance Exchange Board and a motion was made.

Motion: Zelda Geyer-Sylvia moved that the IT Subcommittee recommend to the Idaho Health Insurance Exchange Board to develop and award an RFP for a systems integrator for Track I within one (1) week.

Develop a second RFP for a professional services organization that would be capable of completing a market assessment, including an evaluation of the technology capabilities of vendors as well as look at the development and design of an RFP for Track II.

Second: Fernando Veloz

Roll Call Vote:

Ayes: **Frank Chan, Chairman, Mark Estess, Scott Kreiling, Zelda Geyer-Sylvia, and Fernando Veloz**

Nays: None

Motion Carried

TRACK I EFFORT

IT Subcommittee will recommend developing and awarding an RFP for a systems integrator for Track I with one (1) week.

TECHNOLOGY NEEDS FOR TRACK I

Ms. Dowd discussed focusing the Idaho Health Insurance Exchange Subcommittees on the requirements still left for Track I. A priority is the consumer's assistance work-stream and all of the sub-elements which include; Stakeholder Engagement Plan, Tribal Engagement Plan, the Idaho Health Insurance Exchange website and skin, a navigator program, training for community health plans, marketing and education, a global communications plan, and call center requirements.

Ms. Dowd will request approval from the Idaho Health Insurance Exchange Board for the following staff; Director of Marketing and Communications, Director of Finance, IT Project Manager, and an IT Lead. Ms. Dowd has hired an Administrative Assistant.

IDAHO HEALTH INSURANCE EXCHANGE OFFICE SET-UP UPDATE

Chairman Frank Chan reported that the Idaho Health Insurance Exchange has an office. The office is located in Boise, Idaho at 714 West State Street. Local vendors are being looked at to set up the office. The time-frame looks like a couple weeks to have a complete office.

Questions regarding the Idaho Health Insurance Exchange website were answered and discussed.

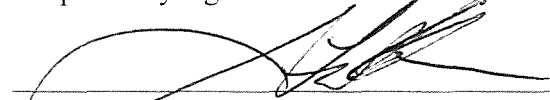
NEXT SCHEDULED IT SUBCOMMITTEE MEETING:

June 26, 2013, 8:00 a.m. – 10:00 a.m.

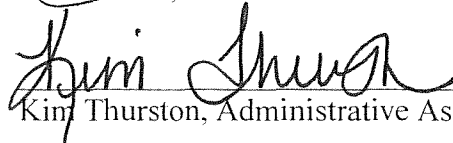
ADJOURNMENT

There being no further business to come before the Subcommittee, Chairman Chan adjourned the meeting at **4:17 p.m.**

Respectfully signed and submitted by:



Frank Chan, Chairman



Kim Thurston, Administrative Assistant