

**IDAHO HEALTH INSURANCE EXCHANGE  
DBA YOUR HEALTH IDAHO**

**GOVERNANCE COMMITTEE  
MINUTES  
NOVEMBER 7, 2014**

**1. COMMITTEE MEMBERS PRESENT**

- Dr. John Livingston, Chair
- Mr. Kevin Settles, Vice Chair
- Mr. Hyatt Erstad
- Mr. Scott Kreiling
- Senator Jim Rice

**2. OTHERS PRESENT**

- Mr. Pat Kelly, Your Health Idaho
- Ms. Jody Olson, Your Health Idaho
- Ms. Cheryl Fulton, Your Health Idaho
- Mr. Mike Stoddard, Hawley Troxell

**3. CALL TO ORDER**

Following proper notice in accordance with Idaho Code § 67-2343, the Governance Committee meeting of the Idaho Health Insurance Exchange (Exchange) was called to order by Dr. Livingston, Chair of the Committee (Chair), at 10:03 am, Friday, November 7, 2014, at the offices of Hawley Troxell Ennis & Hawley, 877 W Main Street, Suite 1000, Boise, Idaho. In accordance with Idaho Code § 41-6104(8), the meeting was held in an open public forum and was streamed in audio format. Members of the public could access the audio stream by dialing into a telephone number that was included in the notice of meeting posted on the Exchange Board's Web site and at the meeting location.

**4. ROLL CALL**

The Chair took roll call and determined that Mr. Settles, Senator Rice and Mr. Erstad were present, resulting in a quorum.

Mr. Kreiling joined the meeting at 10:06 am (via teleconference).

Rep. Rusche was absent.

**5. APPROVE PRIOR MEETING MINUTES: October 17, 2014**

Motion: Mr. Erstad moved to approve the minutes from the October 17, 2014 Governance Committee meeting.

Second: Mr. Settles.

The motion carried.

## **6. REVIEW COMMITTEE ROADMAP**

The Chair reviewed the Roadmap and said that, like the other Committees, this Committee is working towards holding meetings on a quarterly cadence. The Chair said there may be an issue with having a representative from the Attorney General's office present on the 11<sup>th</sup> or 12<sup>th</sup> of December for the Board training session. It is important that they are available so this may require changing the date of the December Board meeting and the Board Social. Mr. Stoddard said that in terms of the clarifications to the policy changes and updates, most of these will be moved into January. Only the Public Records Policy will be discussed at the December meeting in an effort to keep the agenda as clear as possible to allow adequate time for the Board training session.

## **7. REVIEW AGENDA**

Motion: Mr. Settles moved to amend the Agenda to go into Executive Session to discuss security and privacy contingency planning.

Second: Senator Rice.

The motion carried.

## **8. EXECUTIVE SESSION**

Motion: Mr. Erstad moved to enter into Executive Session to consider documents that are exempt from disclosure under YHI's public records policy and Idaho's public records act pursuant to Idaho Code §67-2435 (1) (d).

Second: Mr. Settles.

Executive Session Roll Call: The Chair called the roll and determined that Mr. Settles, Senator Rice, Mr. Kreiling and Mr. Erstad were present, resulting in a quorum. The Committee entered into Executive Session at 10:14 am.

The Executive Session ended at 10:45 am.

## **9. GOVERNOR/DOI ATTESTATION LETTER**

Mr. Owen walked through the letter that attests that YHI is secure based on the guidelines that were provided and that all of the additional controls are in place to keep YHI and the information it carries secure. He stated that this is FISMA compliance which is a level or two higher than HIIPA as far as security. The team reviewed all 200 pages of the document and narrowed it down to what applies to YHI. Additionally, YHI had an outside firm do an independent audit on YHI's current security and privacy procedures. This resulted in a security assessment report which included items that were critical and high that had to be fixed before launch. Those that were rated low will be fixed within a year. CMS just changed the rule and now YHI will need to go through this assessment in another 6 months.

Mr. Stoddard discussed some of the areas that have been tightened up which included agreements with Consumer Connectors and other entities, policies and procedures as well as physical security.

Mr. Settles said this is very complex, but he is comfortable with it and he trusts the staff. Senator Rice is also comfortable.

Motion: Mr. Erstad moved that the Governance Committee, as granted power to do so by the Board of Directors at the October 24, 2014 meeting, and after evaluating the presentation by YHI's IT Director Ethan Owen, approve the letter of attestation to the Governor and the Director of the Department of Insurance as presented today, and authorize the Board Chair to Execute and deliver the same.

Second: Senator Rice.

The motion carried.

## **10. NEXT MEETING**

The next meeting of the Governance Committee will be held in the first few weeks of December and the agenda will include changes to the Public Records Policy and a discussion of the Board Training schedule.

## **11. ADJOURN**

The Committee adjourned at 10:58 am.

Signed and respectfully submitted,



\_\_\_\_\_  
Dr. John Livingston, Committee Chair