

MEMORANDUM

To: Advisory Committee Co-Chairs

From: Peter Van Loon, COO

Date: May 24, 2013

Re: Advisory Committees

Thank you for your time on Monday afternoon to speak about ensuring the efficacy of Advisory committees.

There was a stated concern of the pace of required input, but also a recognition that pace is a function of immutable deadlines, maturing opinions, new guidance, and legal reviews. A desire to understand issues on the horizon, and decisions made, was stated. There was a concern that the pace of change requiring quick turnaround has created perceptions in the ACs that we are not sufficiently transparent or timely in communicating advice and its rationale. Staff is required to bring information to the co-chairs as soon as possible. In addition, staff will share longer term concerns with the ACs to keep them apprised of work underway at the exchange. This information will be a summary of what is shared with the Exchange Board during their meetings.

The past couple months were devoted to the joint team addressing standard plan designs. There is concern that other issues were not being addressed over the past couple months as no traditional AC meetings were held. The fact that the co-chair member of the Exchange Board can call meetings when desired was discussed.

I stated that advice on immediate policy concerns, e.g. Essential Community Providers and emergent plan designs, are viewed as the last needed policy advice prior to go-live. I said that with go-live, much of the advice given and acted upon will need to be reviewed, e.g. plan designs. The current advisory committees are expected to be in place, in their current form, for the next eighteen months.

Specific expectations discussed:

- Staff will need to continue to engage the ACs through the co-chairs as advice will be needed going forward. To that end, a quarterly schedule for the remainder of the year has been set up.
- Staff will propose agenda items to co-chairs for the quarterly meetings, but co-chairs, with committee members' input will have the final say. Staff is charged to inform co-chairs of emergent needs or information where advice would be helpful as early as possible.
- Committee members should suggest agenda items to co-chairs or bring them up at meetings.

- Committee members are charged to participate fully in the work of advisory committees and represent the issues of their constituencies to the greater committee.

- If the co-chairs desire additional meetings, the staff will set up. Co-chairs run the meetings and agenda.

- Per approved policy, the advisory committees provide advice. Staff consults with advisory committees prior to making recommendations to the Board. However, if at the time of an AC meeting, staff is considering a proposal that varies from that considered or ultimately agreed to by the ACs, the staff will communicate its position to the AC so that the staff's proposal can be considered at the AC meeting.

Next Steps:

- 1) AHCT staff (Madrak, Lyons, Boyle) provide co-chairs with potential agenda items for scheduled AC meetings in June.
- 2) Co-chairs finalize agenda for quarterly meetings
 - a. Agenda shared with other AC co-chairs
- 3) Staff set up physical space and required notices for AC meetings.

Present:

Pam Russek
Mark Czarnecki
Grant Ritter
Tanya Barrett
Ann Melissa Dowling

Staff present:

Peter Van Loon
Virginia Lamb
Julie Lyons
Matt Salner