MARYLAND
HEALTHBENEFIT
EXCHANGE

Maryland Easy Enrollment Health Insurance Program
Advisory Workgroup Charter

WORKGROUP RESPONSIBILITIES UNDER Md. INSURANCE Code Ann. § 31-203

The Maryland Easy Enrollment Health Insurance Program (MEEHP) Advisory Workgroup, henceforth, "Workgroup," will work to provide ongoing advice on the implementation of the MEEHP. Specific Workgroup responsibilities include:

1. Meet at least once every six months.[1]
2. Provide advice to the Office of the Comptroller under Md. TAX-GENERAL Code Ann. § 2-115(C)(5) :
    a. The language used to implement the checkoff boxes under Md. TAX-GENERAL Code Ann. § 2-115(C)(2) & (3); and
    b. The language used for the instructions for completing the State Income Tax Return describing the effects of choosing the checkoff boxes under *a* of this sub-section.
3. On or before December 31, 2022, report to the General Assembly:
    a. The effectiveness of the MEEHP; and
    b. Recommendations as to whether implementing an individual responsibility amount or implementing automatic enrollment of individuals in a qualified health plan in the individual market is feasible and in the best interest of the State; and
    c. If the Workgroup determines implementing an insurance responsibility amount is feasible, and in the best interest of the State, the dollar amount of the individual responsibility amount and whether the State should provide an individual the option of obtaining health insurance instead of paying the individual responsibility amount.

WORKGROUP MEETINGS

The below sections contains information relevant to the business of the Workgroup meetings. All meetings of the Workgroup are open to the public.

Location, Time, and Notice The work group will meet on the following dates and locations:
    September 16, 2019 10AM-12PM
    MHBE Office's
    750 East Pratt Street, 6th Floor
    Baltimore MD 21202
    Training Room

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[1] Md. INSURANCE Code Ann. § 31-203

Reasonable notice of all meetings, stating the time and place, shall be given to each Member by mail or electronic mail. Reasonable notice of all meetings shall be provided to the public by posting on the MHBE website.

https://www.marylandhbe.com/policy-legislation/work-groups/maryland-easy-enrollment-work-group/

Order of Business Generally, the agenda/order of business at meetings of the Workgroup shall be as follows:
  (a) Calling the meeting to order
  (b) Consideration and approval of minutes of previous Workgroup meeting
  (c) Consideration of the topic/questions presented before the Workgroup
  (d) Determination of recommendations from the general Workgroup body – including identification of consensus recommendations
  (e) Public comments
  (f) Adjournment

Quorum A simple majority of the Members shall constitute a quorum at any meeting for the conduct of the business of the Workgroup.

Voting Each Member shall be entitled to one vote. There shall be no voting by proxy. A quorum being present, a majority vote shall rule. Voting by mail or electronically is permitted, provided that the action to be voted upon and the results of the vote shall be fully set forth at a meeting and reflected in the minutes when required by the Open Meetings Act.

CO-CHAIRS

The members of the Workgroup shall elect two Co-chairs. Elected Co-chairs' terms shall last for the duration of the Workgroup term. In addition to presiding at meetings, Co-chairs shall take an active role in determining the recommendations from the general body, preside over vote counting for recommendations, and shall work with MHBE to determine actions items required of MHBE support resources.

MEMBERSHIP & MEMBER RESPONSIBILITIES

The below sections contains information relevant to membership and membership responsibilities of the Workgroup meetings. Members are expected to lend their expertise, in good faith, to meet the goals of the Workgroup. MHBE will make resources available to provide technical/administrative assistance to the Workgroup.

Membership Under Md. INSURANCE Code Ann. § 31-203, the Workgroup consists of representatives from:

(1) THE OFFICE OF THE COMPTROLLER;
(2) CONSUMER GROUPS;
(3) EMPLOYERS;
(4) INSURERS;
(5) HEALTH CARE PROVIDERS;
(6) NAVIGATORS OR OTHER CONSUMER ASSISTERS;
(7) INSURANCE BROKERS OR AGENTS;
(8) LABOR ORGANIZATIONS;
(9) INCOME TAX PREPARERS;
(10) NATIONAL POLICY EXPERTS; AND
(11) ANY OTHER ORGANIZATIONS OR GROUPS SELECTED BY THE EXCHANGE.

<u>Participation in Meetings</u> Members are strongly encouraged to attend work group meetings in-person, but teleconference will be made available. Members participating by such means shall count for quorum purposes, and their support for recommendations shall be included so long as their participation is included in attendance.

In the event of an absence from a Workgroup meeting, another individual from the member's organization may sit for the business of the Workgroup meeting with prior approval from MHBE. There is no voting by proxy.

<u>Term</u> Workgroup members shall be selected by MHBE for a term of no more than 3 years. Member start and end dates will be tracked by MHBE staff, and members will be notified when their terms are concluding. If the work group's existence is required past the 3 year term limit of the original members, MHBE will begin seeking new members prior to the termination of the original member's involvement to provide continuity.

<u>Vacancy</u> A vacancy shall exist upon the death, removal, or resignation of a Workgroup member. Any Member who has failed to attend (a) any two successive meetings, or (b) one-half of the regularly scheduled meetings held in any one year, dating from the commencement of the term (or remainder of unexpired term) for which selected may be removed by MHBE. Any Member may be removed for good cause by MHBE.

<u>Replacement during the Term</u> Members may be replaced by another similarly situated individual from the member's organization with prior approval from MHBE and after consultation with the Workgroup body.

AMENDMENT OF CHARTER

The Workgroup members, in consultation with MHBE, may amend this charter at any meeting, by an affirmative vote of a minimum of two thirds of Members.