

Small Business Programs Advisory Committee Charter

Committee Responsibilities

The Small Business Program Advisory Committee (SBPAC) will provide a forum for the Maryland Health Benefit Exchange (MHBE) to engage with industry partners and stakeholders. The SBPAC will discuss and receive technical advice on matters pertaining to operational, policy, and technical integration points between the MHBE program management and relevant stakeholders.

The outcome of these meetings will be to provide critical technical and operations advice to MHBE so that business processes, policy and technical solutions implemented by MHBE are broadly accepted by Exchange partners. The SBPAC will be the forum for communicating information on technical and operations approaches, timelines, and discussing key integration and data exchanges between MHBE and its partners. Additionally, MHBE would like to use the SBPAC as the conduit into organizations to identify resources and members to provide stakeholders and community members with the opportunity to participate in and provide meaningful feedback for the development of MHBE's Small Business policy and platform implementation.

All committee meetings are open to the public. Each meeting concludes with a period for public comment in accordance with the Open Meetings Act. Public comment forums are posted for feedback on policy decisions, and all meeting schedules and materials are available in the archive.

Please note: SBPAC is not intended to be a policy forum, nor does it replace the existing advisory committee forums established by the MHBE Board of Trustees.

Committee Meetings

The below sections contain information relevant to the business of the Committee meetings. All meetings of the Committee are open to the public.

Location, Time, and Notice

The work group will meet on the following dates:

SBPAC will meet on the last Wednesday of the quarter until the program plan operations and platform has been fully implemented. MHBE may increase or decrease the frequency of meetings if warranted by the circumstances.

SBPAC Meetings will be held via Google Meets:

Video call link: <https://meet.google.com/wih-kddf-hup>

Or dial: (US) +1 818-900-5185 PIN: 128 118 773#

More phone numbers: <https://tel.meet/wih-kddf-hup?pin=2231861881416>

Co-Chairs

The members of the Committee shall elect two Co-chairs. Elected Co-chairs' terms shall last for the duration of the Committee 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 contain information relevant to membership and membership responsibilities of the meetings. Members are expected to lend their expertise, in good faith, to meet the goals of the committee.

Term limits:

A member (with exception to issuer representatives) is eligible to serve for two (2) consecutive terms of two (2) years each, and then must vacate the committee for at least one (1) year prior to nomination to the committee for another term.

Key discussion topics where MHBE will seek the input of the committee members include:

- Legislative outcomes as a result of the (SB632) Small Business and Non-profit Health Insurance Subsidies Workgroup.
- Integration, optimization and implementation of the Small Business website
- Providing resource and expertise on collaboration with stakeholders in public marketing and outreach programs
- Integrated ICHRA/QSEHRA plans

MHBE is seeking applications from industry stakeholders, including but not limited to:

- The small business community
- Local business leaders and chambers of commerce
- Community advocacy groups
- Non-profits
- Academic and policy organizations
- Technology advisors
- Insurance carriers
- Third Party Administrators (TPAs)/ General Agencies (GAs)

Participation in Meetings

Members will attend meetings via web conference. 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.

MHBE asks that each organization limit itself to a single candidate. To apply, fill out the membership application. The Maryland Health Benefit Exchange has sole discretion for final committee selection.

Amendment of Charter

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