



## 2017 Standardized Benefit Design Workgroup Charter

### WORKGROUP RESPONSIBILITIES

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The 2017 Standardized Benefit Design Workgroup (Workgroup) will work to provide policy recommendations to the Maryland Health Benefit Exchange (MHBE) Board of Trustees as charged in the 2018 Final Letter to Issuers Participating on Maryland Health Connection. The Workgroup will serve as a forum to weigh policy options on MHBE requiring issuers to offer standardized benefit designs.

The Workgroup will provide a report with a set of recommendations to be provided to the MHBE Board of Trustees to be included in the 2019 Plan Certification Standards.

### WORKGROUP MEETINGS

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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 Generally, the Workgroup will meet on the last Thursday of each month from March to October of 2017. The sessions will last from 2:00 PM to 4:00 PM and will be held at:

Maryland Health Benefit Exchange | 750 East Pratt St Baltimore, MD 21202

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.

<http://www.marylandhbe.com/policy-legislation/committees/standardized-benefit-design-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.

Participation in Meetings Members are strongly encouraged to attend Workgroup 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.

Support of Policy Recommendations Members are entitled to voice support for multiple policy recommendations for a given topic presented to the Workgroup. Support for each policy recommendation will be included in the meeting minutes at the member level.

#### CO-CHAIRS

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

#### MEMBERSHIP & MEMBER RESPONSIBILITIES

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The Workgroup consists of representatives from authorized QHP Issuers, consumer/policy advocates, state government representatives, and insurance industry professionals. Members are expected to lend their expertise, in good faith, to meet the goals of the Workgroup.

MHBE Plan Management and Policy departments will make their resources available to provide technical/administrative assistance to the Workgroup.

#### FINAL WORKGROUP REPORT

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The Workgroup will develop a report detailing the business of the Workgroup, including policy recommendations to be evaluated by the MHBE Board of Trustees.

