

Summary of WSHIP Committee Charters

~~Updated and Approved 5-10-17~~ Redlines Recommended by Governance Committee 2/15/23

| EXECUTIVE COMMITTEE | GOVERNANCE COMMITTEE | PLANNING COMMITTEE | GRIEVANCE COMMITTEE |
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| <p>PURPOSE The Executive Committee provides general oversight to the affairs and interests of WSHIP, including setting of agendas for Board meetings. The committee may act on behalf of the Board, provided that the action is consistent with existing statutes and WSHIP policy.</p> | <p>PURPOSE The Governance committee helps ensure that the Board governance system performs well, with specific responsibility for making recommendations to the Board on organization and procedures, and performance evaluation of the Board and individual Board members.</p> | <p>PURPOSE The Planning Committee advises the Board on appropriate health benefit options and monitors strategies aimed at assuring<u>ensuring</u> appropriate care, quality and cost management. The committee will also recommend strategies to support enrollee transition to new coverage options as a result of health reform, and oversee special projects as assigned by the Board.</p> | <p>PURPOSE The Grievance Committee oversees the procedures for appeals by enrollees or applicants and makes determinations on appeals submitted to the WSHIP Board of Directors in accordance with the WSHIP Complaints and Appeals Policy.</p> |
| <p>MEMBERSHIP The Executive Committee will be comprised of the officers of the WSHIP Board plus the Executive Director who will serve in a non-voting capacity. At least one member must have expertise in finance or accounting or a background with financial oversight responsibilities. If needed, the Board Chairperson may assign an additional member to the committee to fulfill this requirement. A quorum of the Executive Committee shall be two officers.</p> | <p>MEMBERSHIP The Governance Committee will be comprised of at least three Board members, plus the Executive Director who will serve in a non-voting capacity. The committee will include at least one member plan representative and one governor-appointed representative.</p> | <p>MEMBERSHIP The Planning Committee will be comprised of at least three Board members, plus the Executive Director who will serve in a non-voting capacity.</p> | <p>MEMBERSHIP The Grievance Committee will be comprised of at least three Board members including one Board member each representing member plans, consumers, and either business or agents, plus the Executive Director who will serve in a non-voting capacity. Additionally, a representative of the Office of the Insurance Commissioner will be a non-voting member of the Grievance Committee. The committee may interview WSHIP's administrator with respect to any appeal but the administrator will not take part in committee decisions. A quorum of the Grievance Committee shall be two voting committee members.</p> |
| <p>MEETINGS The Executive Committee will meet the month prior to each WSHIP Board meeting, or more frequently as needed.</p> | <p>MEETINGS The Governance Committee will meet at such times as it determines to be necessary or appropriate.</p> | <p>MEETINGS The Planning Committee will meet at such times as it determines to be necessary or appropriate.</p> | <p>MEETINGS The Grievance Committee will meet monthly unless there are no appeals to review at the time of the scheduled meeting. The committee will also meet as deemed necessary to respond to appeals that require an expedited review and determination.</p> |

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| <p>DUTIES</p> <p>The Executive Committee will:</p> <ol style="list-style-type: none"> 1. Report all of its actions and decisions to the Board. 2. Review the major operations of the pool. 3. Serve as the Finance Committee, which includes financial and audit functions. 4. Oversee the planning of Board agendas. 5. Be responsible for quality improvement and operational compliance. 6. Provide assistance to the Executive Director to improve efficiency of the organization and serve as a resource to the Executive Director in contract development and other business matters. 7. Oversee the Request for Proposal (RFP) for pool administrator <u>and other vendors or establish a special oversight committee.</u> 8. Evaluate <u>the</u> performance of the Executive Director and make compensation recommendations to the Board. 9. Develop annual policy agenda for Board approval. 10. <u>Monitor PCIP-WA financial run-out and contract compliance.</u> | <p>DUTIES</p> <p>The Governance Committee will:</p> <ol style="list-style-type: none"> 1. Manage the process whereby the full Board annually assesses its performance, and report to the Board the results of the evaluation with any recommendations for improvements. 2. Manage the process whereby individual Board members are evaluated annually, and provide the results to individual Board members with any recommendations for improvements. 3. Advise the Board on additional skills, knowledge, or perspectives that may be desirable on the Board and/or in future Board members. 4. Manage the process to identify Board member conflicts of interest. When requested by the Board, investigate any potential conflicts of interest by a Board member. 5. <u>Establish guidelines for acceptable Board behavior.</u> 6-5. <u>Ensure the election of member plan representatives to the Board is in accordance with WSHIP by-laws.</u> 7-6. <u>Oversee the orientation process for new directors, and recommend ongoing Board education topics.</u> 8-7. <u>Recommend to the Board committee structures and procedures for conducting the business of the Board.</u> 9-8. <u>Provide recommendations for nominations of Board officers.</u> 10-9. <u>Oversee planning of periodic Board retreats.</u> | <p>DUTIES</p> <p>The Planning Committee will:</p> <ol style="list-style-type: none"> 1. Assess the appropriateness of WSHIP's benefit plan offerings. 2. Evaluate new benefit management activities or programs. 3. Monitor WSHIP's operational performance through periodic review of pharmacy benefit management, care management, and provider network reports. 4. <u>Oversee the Request for Proposals (RFPs) for pharmacy benefit management and provider network vendors.</u> 5-4. <u>Identify opportunities to increase awareness of WSHIP within the community, and review updates to WSHIP's outreach plan.</u> 6-5. <u>Recommend strategies to support enrollee transition to new coverage options as a result of health reform.</u> 7-6. <u>Oversee special projects as assigned by the Board.</u> | <p>DUTIES</p> <p>The Grievance Committee will:</p> <ol style="list-style-type: none"> 1. Participate in the appeals process as outlined in the WSHIP Complaints and Appeals Policy. 2. Review all appeals brought forth by the pool administrator and make decisions consistent with the policies of the pool. 3. Notify the person of its decision in writing and inform the person of any further appeal options. 4. Oversee adherence to the timelines as outlined in the WSHIP Complaints and Appeals Policy, ensuring timely response and communication between the administrator and the enrollee or applicant. 5. Recommend policy and/or benefit changes that may be identified through the appeals process to help ensure consistency with carriers in the Washington individual market. |