WASHINGTON STATE HEALTH INSURANCE POOL
Governance Committee Charter
Updated and Approved November 18, 2010
Reviewed by Governance Committee 9-5-12 – No Changes Recommended

Purpose
The 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 directors.

Membership
There will be a minimum of three members, plus the Executive Director who will serve in a non-voting capacity. The membership shall reflect the makeup of the Board, by having one carrier representative and one governor-appointed representative.

Meetings
The committee will meet at least twice annually, or more frequently as needed, at times and places decided by the committee chair after consultation with committee members and the ED.

Duties
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 current Board members are annually evaluated individually by the Board and provide advice to the Governor during a re-appointment process and to individual members based on these evaluations.

3. Provide advice to the Board on the 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 director.

5. Establish guidelines for acceptable Board behavior, attendance expectations, and confidentiality standards.

6. Election of member representatives to the Board shall be in accordance with the By-Laws of WSHIP.

7. Design an orientation program for new directors including periodic review and updates to the Board Manual. The Executive Director, under the direction of the Governance Committee Chair, will assist them in preparing for their new Board role.

8. Recommend to the Board committee structures and procedures for conducting the business of the Board.

9. Provide recommendations for nominations of Board officers.
10. Oversee planning of periodic Board retreats.

11. Recommend Board educational topics.
PURPOSE:
The purpose of the Grievance Committee is to administer the procedures for appeals by members or applicants as established in the Washington State Health Insurance Pool Operating Rules, and to ensure that the guidelines remain consistent with those rules used by carriers in the Washington Individual market by way of periodic updates. The committee will ensure that appeals are addressed and handled in a timely manner.

MEMBERSHIP
There will be three members of the WSHIP Board of Directors who will participate as voting members in the Committee representing carriers, consumers, and business. Additionally, a representative of the Office of the Insurance Commissioner will be a non-voting member of the Grievance Committee. The WSHIP Executive Director and a representative from the plan administrator will serve on the committee in a non-voting capacity.

MEETINGS
The Grievance Committee meets as necessary based on the submission of an appeal to the pool Administrator. The Administrator notifies the WSHIP Executive Director and members of the Grievance Committee regarding the need for a meeting to be called. The Director schedules the meeting to meet the necessary timing, ensuring a quorum of committee members is available.

DUTIES

1. The Grievance Committee will participate in the grievance process as outlined in the WSHIP Appeals by Applicants and Participants procedure document.

2. This participation includes meeting to review all grievances brought forth by the pool Administrator and making decisions consistent with the policies of the pool.

3. The Grievance Committee shall oversee adherence to the timelines as outlined in the grievance procedure document, ensuring timely response and communication between the Administrator and the enrollee.
PURPOSE
The Executive Committee shall provide general oversight to the affairs and interests of WSHIP, including setting of agendas for Board meetings; and the committee may act on behalf of the Board, provided that the action is consistent with existing statutes and WSHIP policy.

MEMBERSHIP
The Executive Committee shall be composed of three officers of the WSHIP Board and the Executive Director. They will serve for a term of one year. A quorum of the Executive Committee shall be two officers. The Executive Director will serve in a non-voting capacity.

MEETINGS
The Executive Committee shall meet prior to the WSHIP Board meetings, or on an ad-hoc basis as needed, between WSHIP Board meetings, which is a bi-monthly schedule, or more frequently as needed. Times and places shall be determined by consent with the committee members.

DUTIES
The Executive Committee shall:

1. Report all of its actions and decisions to the Board.
2. Review the major operations of the pool, including financial and audit functions.
3. Serve as the Finance Committee, which includes financial and audit functions.
4. Oversee the planning of Board agendas and other meetings.
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 RFP for third party administrator.
8. Evaluate performance of the Executive Director and make compensation recommendations to the Board.
9. Develop annual policy agenda for Board approval.
WASHINGTON STATE HEALTH INSURANCE POOL
Marketing and Planning Committee Charter
Updated and Approved November 18, 2010
Reviewed by Governance Committee 9-5-12 – Recommended Changes in Redline

PURPOSE
The Marketing and Planning Committee advises the Board on appropriate health benefit options; designs and oversees recommended strategies aimed at assuring appropriate care, quality and cost management of health services provided to WSHIP enrollees; and, as the result of federal health reform and the emergence of new Medicaid and private coverage options and government financial support, prepares recommended strategies and identifies activities necessary to provide guidance and support to eligible WSHIP enrollees as they transition from WSHIP to such alternative coverages.

MEMBERSHIP
The Committee shall include a minimum of three Board members.

MEETINGS
The Committee will meet at least twice annually, or more frequently if needed, at times and places decided by the committee chair after consultation with committee members.

DUTIES
The committee shall:

1. Assess the appropriateness of WSHIP’s benefit plan offerings.
2. Evaluate product alternatives.
3. Assures WSHIP’s operational performance through periodic review of pharmacy benefit management, care management, and provider network reports and analysis of utilization.
4. Oversee the execution of RFPs for pharmacy benefit management, care management and provider network vendors.
5. Identify opportunities to increase awareness of WSHIP within the community, and review updates to WSHIP’s promotional plan.
6. Prepare strategies and recommendations for the Board concerning the impact of health reform on WSHIP enrollees.
WASHINGTON STATE HEALTH INSURANCE POOL
Tool Committee Charter
Updated and Approved November 18, 2010
Reviewed by Governance Committee 9-5-12 – Recommended Changes in Redline

PURPOSE
It is the purpose of the Tool Committee to implement and recommend policy regarding the standard health questionnaire including its form, content and method of its application in accordance with RCW 48.41. This also includes working with the actuaries in determining that the health questionnaire meets the requirements of the law in identifying the eight percent of the persons who are the most costly to treat and who are under individual coverage. In addition, if WSHIP contracts with the Office of Insurance Commissioner for administration of the reinsurance and/or risk adjustment programs required by the Patient Protection and Affordable Care Act and ESSHB 2319, the Tool Committee will oversee implementation (and further Charter revisions may be required at that time).

MEMBERSHIP
There will be a minimum of four members of the WSHIP Board of Directors who will participate as voting members in the committee representing member plans, consumers, business, and agents. The Insurance Commissioner’s representative on the Board, or his/her designee, may represent consumers, rather than a Board member, in which case he/she will be a voting member of the committee. The Executive Director will also participate in the committee on a non-voting basis. Participation in committee meetings will be open to member plan representatives and other interested parties, on a non-voting basis.

MEETINGS
The committee will meet as needed, at times and places as decided by the committee chair after consultation with committee members.

DUTIES
1. Oversee the recertification process of the Standard Health Questionnaire, making recommendations for changes based on analysis of pertinent data.
2. Provide oversight of the actuarial RFP for the Standard Health Questionnaire.
3. Provide oversight to WSHIP for updating member plans on use of the Standard Health Questionnaire and WSHIP enrollment application and procedures.
4. Provide oversight for agent training on the Standard Health Questionnaire and WSHIP enrollment application and procedures, and for identifying opportunities to increase awareness of WSHIP within the agent community.