

WASHINGTON HEALTH BENEFIT EXCHANGE ADVISORY COMMITTEE CHARTER

Adopted March 15, 2012

Revised March 27, 2014

Revised July 1, 2022

Establishment

The Washington Health Benefit Exchange seeks to engage with its stakeholders to inform policy development and implementation to meet its mission. As required under Article III, Section 3.1 of the Health Benefit Exchange Board By-Laws, the Exchange Board established the Advisory Committee to provide input to the Exchange Board and to staff on issues related to the Exchange's efforts to improve how Washington residents secure health insurance. Changes to the Advisory Committee charter must be approved by the Board.

Purpose

The purpose of the Advisory Committee is to provide an opportunity for Exchange staff to utilize the expertise of its members to provide feedback and input on various policies, initiatives and strategies; and for Advisory Committee members to have a voice in the development of the Exchange as it seeks to meet its mission.

Members of the Advisory Committee provide expertise, experience and professional perspectives related to the health care industry and other relevant stakeholder interests. Using the Exchange's Mission and the Exchange Board's Equity Statement as guides. Committee members shall deliberate and provide comments to staff and to the Exchange Board, as requested.

Meetings

Exchange staff will coordinate Advisory Committee meetings and create agendas based on Exchange Board, Board Committee discussions, and Exchange priorities.

Advisory Committee meetings are held via virtual technology and occur approximately every other month, and may convene additional meetings as necessary to report to the Board and its committees. Meetings are open to the public. The Advisory Committee shall keep regular minutes of its proceedings. Advisory Committee meeting agendas, meeting minutes, and meeting materials will be sent to Committee members and posted on the Exchange website.

Membership

The Exchange Board is responsible for appointing Advisory Committee members, which are recommended by the Exchange Board's Nominating Committee. The Advisory Committee shall not exceed 20 members at any given time.

Advisory Committee members shall serve two-year terms, beginning July 1. Based on engagement, or lack thereof, the Exchange reserves the right to end a membership term early. If a member of the Advisory Committee leaves the Committee, the Nominating Committee will take into consideration the areas of expertise represented, as well as the needs of the Advisory Committee, and will make a recommendation to the Board on the appointment of a replacement.

Membership of the Committee must reflect the broad range of interests represented by the Exchange's stakeholders, including the health care industry, health insurance carriers, insurance producers, consumers, the business community, including small business, and tribes.

Responsibilities

Advisory Committee members are responsible for:

- Reviewing issues and policy topics that the Board refers to the Committee.
- Providing reports, analysis, and recommendations to the Board on the operation of the Exchange
- Appearing periodically before the Board to report on the Committee's activities.
- Performing other activities related to this charge as requested by the Board.

**WASHINGTON HEALTH BENEFIT EXCHANGE
AGENTS AND BROKERS TECHNICAL ADVISORY COMMITTEE (TAC) CHARTER**

Adopted June 13, 2012

Revised July 24, 2014

Revised June 30, 2022

Establishment

The Agents & Brokers Technical Advisory Committees (TAC) is established as permitted under Article III, Section 3.2 of the Health Benefit Exchange Board By-Laws.

Purpose

The Exchange seeks to utilize the expertise and professional perspectives of its technical advisory committee members on various business and policy efforts to advance its Mission and Objectives.

Members of the Agents and Brokers TAC provide expertise, experience and professional perspectives related to incorporating and utilizing agents and brokers in the Exchange. Using the Exchange's Mission and the Board's Equity Statement as guides, TAC members shall deliberate and provide comments to staff and to the Board, as requested.

All TACs are created by resolution of the Board. Changes to the Agents and Brokers TAC and changes to the charter must be approved by the Board.

Meetings

Exchange staff coordinates TAC meetings and creates agendas based on Board, Board Committee discussions, and Exchange priorities.

Agents and Brokers TAC meetings may be held in-person and/or via virtual technology and occur approximately every other month, or as needed. The meetings are open to the public. TAC meeting agendas will be provided in advance to members, along with appropriate briefing materials. The TAC shall keep regular minutes of its proceedings. TAC meeting agendas, meeting minutes, and meeting materials will be posted on the Exchange website.

Membership

The Board is responsible for appointing TAC members, which are recommended by the Board's Nominating Committee. The Agents and Brokers TAC shall not exceed eight members at any given time.

Agents and Brokers TAC members shall serve two-year terms, beginning July 1. Based on engagement, or lack thereof, the Exchange reserves the right to end a membership term early. If a member of the Agents and Brokers TAC leaves the Committee, the Nominating Committee will

take into consideration the areas of expertise represented, as well as the needs of the TAC, and will make a recommendation to the Board on the appointment of a replacement.

**Washington Health Benefit Exchange
Dental Plan Technical Advisory Committee Charter**

Adopted June 13, 2012

Revised July 24, 2014

Revised June 30, 2022

Establishment

The Dental Plan Technical Advisory Committee (TAC) is established under the authority of Section 3.2 of the Health Benefit Exchange Board By-Laws.

Purpose

The Exchange seeks to utilize the expertise and professional perspectives of its technical advisory committee members on various business and policy efforts to advance its Mission and Objectives. Using the Exchange's Mission and the Board's Equity Statement as guides, TAC members shall deliberate and provide comments to staff and to the Board, as requested.

All TACs are created by resolution of the Board. Changes to the Agents and Brokers TAC and changes to the charter must be approved by the Board.

Meetings

Exchange staff coordinates TAC meetings and creates agendas based on Board, Board Committee discussions, and Exchange priorities.

Dental Plan TAC meetings may be held in-person and/or via virtual technology and occur on a quarterly basis, or as needed. The meetings are open to the public. TAC meeting agendas will be provided in advance to members, along with appropriate briefing materials. The TAC shall keep regular minutes of its proceedings. TAC meeting agendas, meeting minutes, and meeting materials will be posted on the Exchange website.

Membership

The Board is responsible for appointing TAC members recommended by the Board's Nominating Committee. The Dental Plan TAC shall consist of no more than eight members.

Dental Plan TAC members shall serve two-year terms, beginning July 1. Members may be appointed to additional one-year terms. Based on engagement, or lack thereof, the Exchange reserves the right to end a membership term early. If a member of the Dental Plan TAC member leaves the Committee, the Nominating Committee will take into consideration the areas of expertise represented, as well as the needs of the TAC, and will make a recommendation to the Board on the appointment of a replacement

**Washington Health Benefit Exchange
Health Equity Technical Advisory Committee
Charter**

Adopted June 13, 2012

Revised July 24, 2014

Revised June 30, 2022

Establishment

The Health Equity Technical Advisory Committees (TAC) is established under the authority of Section 3.2 of the Health Benefit Exchange Board By-Laws.

Purpose

The Exchange seeks to utilize the expertise and professional perspectives of its technical advisory committee members on various business and policy efforts to advance its Mission and Objectives.

Members of the Health Equity TAC will provide experience and professional perspectives related to health equity, with a focus on:

- Language access;
- Health literacy;
- Hard-to-reach populations;
- Cultural sensitivity; and
- Other issues regarding access to health insurance coverage.

Using the Exchange's Mission and the Board's Equity Statement as guides, TAC members shall deliberate and provide comments to staff and to the Board, at the Board's request. All TACs are ad hoc committees that are created and disbanded as issues come up and are resolved.

Meetings

Exchange staff coordinates TAC meetings and creates the agendas based on Board and Board Committee discussions.

The Health Equity TAC meetings may be held in-person and/or via virtual technology and occur approximately every month, or as needed. The teleconference is open to the public. TAC meeting agendas will be provided in advance to members, along with appropriate briefing materials. The TAC shall keep regular minutes of its proceedings. TAC meeting agendas, meeting minutes, and meeting materials will be posted on the Exchange website.

Membership

The Board will appoint members recommended by the Board's Nominating Committee. The TAC shall not consist of more than (13) members.

Health Equity TAC members shall serve two-year terms, beginning July 1. Based on engagement, or lack thereof, the Exchange reserves the right to end a membership term early. If a member of the TAC leaves the Committee, the Board will appoint a new member who represents the type of organization the departing member represented. Changes to the TAC and changes to the charter must be approved by the Board.

Washington Health Benefit Exchange
Navigator & Certified Application Counselors Technical Advisory Committee Charter
Adopted June 13, 2012
Revised July 24, 2014
Revised July 1, 2022

Establishment

The Washington Health Benefit Exchange seeks to engage with its stakeholders to inform policy development and implementation to meet its mission. As permitted under Article III, Section 3.2 of the Health Benefit Exchange Board By-Laws, the Exchange Board established the Navigator & Certified Application Counselors Technical Advisory Committee (TAC) to provide input to the Exchange Board and to staff on issues related to the Exchange's efforts to improve how Washington residents secure health insurance.

All TACs are created by resolution of the Board. Changes to the Navigator & Certified Application Counselors TAC and changes to the charter must be approved by the Board.

Purpose

The purpose of the Navigator & Certified Application Counselors TAC is to provide an opportunity for Exchange staff to utilize the expertise of its members to provide feedback and input on various policies, initiatives and strategies; and for TAC members to have a voice in the development of the Exchange as it seeks to meet its mission.

Members of the Navigator & Certified Application Counselors TAC provide expertise, experience and professional perspectives related to enrolling customers in the *Healthplanfinder* system. Using the Exchange's Mission and the Exchange Board's Equity Statement as guides, TAC members shall deliberate and provide comments to staff and to the Exchange Board, as requested.

Meetings

Exchange staff will coordinate TAC meetings and create agendas based on Exchange Board, Board Committee discussions, and Exchange priorities. Navigator & Certified Application Counselors Program TAC meetings may be held in-person and/or via virtual technology and occur quarterly, or at the discretion of Exchange staff.

The meetings are open to the public. TAC meeting agendas will be provided in advance to members, along with appropriate briefing materials. The TAC shall keep regular minutes of its proceedings. TAC meeting agendas, meeting minutes, and meeting materials will be sent to TAC members and posted on the Exchange website.

Membership

The Exchange Board is responsible for appointing TAC members, which are recommended by the Exchange Board's Nominating Committee. The Navigator & Certified Application Counselors TAC shall not exceed 13 members at any given time.

Navigator & Certified Application Counselors Program TAC members shall serve two-year terms, beginning July 1. Based on engagement, or lack thereof, the Exchange reserves the right to end a membership term early. If a member of the TAC leaves the Committee, the Nominating Committee will take into consideration the areas of expertise represented, as well as the needs of the TAC, and will make a recommendation to the Board on the appointment of a replacement.

Experience related to policy issues, stakeholder-partner relations, consumer needs and overall performance of the Navigator program, including In-Person Assisters, Navigators and Certified Application Counselors is strongly desired.