



**Washington Health Benefit Exchange
Audit & Compliance Committee
Meeting Minutes
October 9, 2024
11:00am – 12:00pm
Teams Meeting**

Audit & Compliance Committee Members Present:

Don Conant, Chair
Hiroshi Nakano
Dr. Janice Greene

Audit & Compliance Committee Members Not Present:

Len Sorrin

Washington Health Benefit Exchange (WAHBE or Exchange) Staff Present:

Ingrid Ulrey, Chief Executive Officer	Leah Hole-Marshall, General Counsel and Chief Strategist
David Sorrell, Chief Information Officer	Jim Crawford, Chief Financial Officer
Ruchi Shewaramani, Chief Information Security Officer	Joanna Donbeck, Compliance Officer
Wynne McHale, Chief of Staff	Amairani Castaneda, Board Coordinator

Guests Present:

Mark LaPrade, Principal, BerryDunn
Nathan Dunlap, Senior Manager, BerryDunn

Welcome and Introductions

Committee Chair, Don Conant called the Committee meeting to order at 11:03am.

Approval of July 18, 2024, Audit & Compliance Committee Meeting Minutes

Member Hiroshi Nakano moved to approve the meeting minutes. The July 18, 2024, meeting minutes were approved as presented.

Public Comment

Don Conant called for public comments. No public comment was provided.

Financial Audit Exit Conference – Mark LaPrade, Principal, BerryDunn; Nathan Dunlap, Senior Manager, BerryDunn

Mark LaPrade discussed the overall auditing process as having gone very well and appreciated the cooperation and responsiveness of the Exchange’s management team. Nathan Dunlap reviewed the financial position, which showed a positive trend with unrestricted net assets moving from a deficit to a positive position. Mark said the audit did not identify any material weaknesses in internal controls or noncompliance with law and regulations. This resulted in an unmodified and clean opinion.

Jim Crawford noted the Financial Audit would be presented to the full Board for their approval, based on this Committee’s recommendation.

Security Report – Ruchi Shewaramani, Chief Information Security Officer

The Committee appreciated Ruchi Shewaramani’s attendance and asked her to deliver the report at the upcoming Executive Session of the Board meeting.

General Compliance Report – Joanna Donbeck, Compliance Officer

Joanna Donbeck gave an update on the compliance workplan for Q3 and Q4 and its seven key elements which include policies and procedures, training and education, governance and oversight, monitoring and auditing, enforcement, effective lines of communication, and incident response. Joanna went on to discuss milestones that are achieved or deliverables that are produced under each key element. For example, under the monitoring and auditing element is the Open Enrollment Readiness Review, which the Exchange recently completed successfully with CMS.

Joanna outlined and discussed numerous compliance projects and initiatives and the stages of their progress. Those projects and initiatives include the Medicare/death periodic data matching project, sex assigned at birth and gender identity policy implementation, language access program support, accessibility program support, resuming checks for failure to reconcile taxes, special enrollment regulatory changes, the master-person index project, and the organization-wide records retention spring cleaning project.

General Counsel Report - Leah Hole-Marshall, General Counsel and Chief Strategist

Leah Hole-Marshall thanked Don Conant for his years of service to the Committee and to the Board and noted this as being his last meeting as Chair.

Leah informed the Committee that this would be Joanna Donbeck’s last meeting as Exchange staff and thanked her for her years of work with the Exchange. Don Conant noted Joanna has been a steady and valued leader and has left the Exchange with a thorough compliance foundation and transition plan in place.

Adjourn

Don Conant adjourned the meeting at 11:44am