

FINAL
MINUTES OF THE MEETING OF THE
NEW JERSEY SMALL EMPLOYER HEALTH BENEFITS PROGRAM BOARD
AT THE OFFICES OF THE
NEW JERSEY DEPARTMENT OF BANKING AND INSURANCE
TRENTON, NEW JERSEY
April 18, 2018

Members participating: Herb Ames; Mary Beaumont; Natalie Bernardi (Cigna); Gary Cupo; Don Henson (DOBI); Margaret Koller; Ulysses Lee (Oxford); Jennifer Macauley (Horizon); Thomas Pownall (Aetna); Tony Taliaferro (AmeriHealth).

Others participating: Ellen DeRosa, Executive Director; Chanell McDevitt, Deputy Executive Director; Christine Machnowsky, Deputy Executive Director; Jeff Posta, Deputy Attorney General.

I. Call to Order

E. DeRosa called the meeting to order at 10:00 A.M. She announced that notice of the meeting was provided to three newspapers of general circulation and the State House Press Corps, and posted at the Department of Banking and Insurance (“DOBI”), on the DOBI website, and at the Office of the Secretary of State in accordance with the Open Public Meetings Act. Following a roll call, she determined there was a quorum present, and stated that all votes would be by roll call because some of the Board members were participating by phone.

II. Changes in Carrier Representatives

E. DeRosa noted that Natalie Bernardi is now representing Cigna, and Jennifer Macauley is now representing Horizon on the Board.

III. Public Comments

There was no public present.

IV. Minutes of February 21, 2018

T. Pownall made a motion, seconded by G. Cupo, to approve the minutes of the February 21, 2018 meeting. By roll call vote, the motion carried, with N. Bernardi abstaining.

V. Staff Report – Expenses; rules proposal to amend the policy forms

Expense Report

E. DeRosa presented the April expense report, totaling \$6,127.66, which includes office expenses, charges from the Division of Law for legal services, WithumSmith+Brown for audit services, and Admiral Consulting for software support services related to maintenance of the Great Plains accounting software. She noted that the Individual Health Coverage Program and the Medicare Supplement Under 50 Program also use the software, and split the software support costs proportionally. E. DeRosa stated that the Board would need to approve transfer of \$6,100 from its Money Market Fund to its checking account to pay for the operating expenses, if approved.

G. Cupo made a motion, seconded by M. Beaumont, to approve payment of the April expenses, and transfer of \$6,100 from the Board’s Money Market account to its checking account to pay operating expenses. By roll call vote, the motion carried.

Rule proposal amending policy forms (newborn coverage, human breast milk, contraceptive coverage and 3D mammography)

E. DeRosa reported that she had not received approval yet to submit the proposal to the Office of Administrative Law, so the proposal has not as yet been published.

VI. Report of the Finance and Audit Committee (FAC)

E. DeRosa stated that the FAC met to discuss the FY2019 budget (for July 1, 2018 through June 30, 2019), and recommended approval of the budget by the Board as drafted at \$340,600, an increase of \$11,720 over the FY2018 budget. She explained that the FAC also reviewed and approved the assessment spreadsheet prepared by staff.

E. DeRosa noted that the proposed budget included a line for marketing expense, and explained that the Board has not been engaged in marketing activities in a while, but that discussions regarding education and marketing at the February Board meeting, and the Marketing Committee's subsequent meeting, prompted staff to suggest inclusion of money for marketing in the coming fiscal year. She explained that staff had since met with the Department of Treasury's Print Services and discussed the services that group could offer and their rates, which seemed reasonable.

E. DeRosa stated that the invoices for the assessments to fund the budget, if approved by the Board, would be distributed shortly.

E. DeRosa said that the FAC had also reviewed and was satisfied with the financial statements for 2QFY18 (ending December 31, 2017).

H. Ames made a motion, seconded by M. Koller, to approve the FY2019 budget and carrier assessment as presented, and the invoicing of carriers for the assessments presented to fund the FY2019 budget. By roll call vote, the motion carried.

VII. Public Comment

There was no public present.

VIII. Miscellaneous – Financial Disclosure Statements

E. DeRosa reminded Board members that they are required to file their annual Financial Disclosure Statements as Special State Officers no later than May 15, 2018, and that if anyone has any questions or needs links to the documents, to let staff know.

IX. Close of Meeting

M. Beaumont made a motion, seconded by U. Lee, to close the meeting. By roll call vote, the motion carried.

[The meeting adjourned at 10:25 A.M.]