

**Regional Health Cooperative
Steering Committee Meeting
Wednesday, February 25, 2009
- MEETING NOTES -
Baldwin, WI**

Present: Darcie Paradies, Steve Healy, Rosanne Bump, William Rubin, Carol Bulman, Lisa Montgomery, Mary Shaw (via phone), and Linda Skoglund (via telephone)

The meeting of the steering committee commenced at 4:02 pm. on February 2^{5th}.

Steve Healy called the steering committee meeting to order.

Introductions were made. Mary Shaw agreed to join the committee after discussing it with Andy Lisak, a CHC interim director. Mary called in from Superior.

William Rubin distributed two (2) documents prior to the meeting (1) a draft of CHC's Health Questionnaire, and (2) CHC's 3-Year Insurance Agreement. Both are considered 'drafts' until they are approved by CHC's board of directors.

The committee members in attendance said the questionnaire looked good. The items that were starred (i.e. hepatitis, HIV positive, etc.) do not require additional details.

Discussion followed on the draft Insurance Agreement. Carol Bulman asked about item #5. She wanted to know if it is the intent of CHC to create a new pool, or if they would be accepted into an existing pool.

Steve Healy said Healthy Lifestyles Cooperative (Green Bay and Brown County) created new pools and January 1st marked the start of another new pool (enrollment started last fall).

Some suggested that creating a new pool was a good idea as it would not impact the initial pool. Regardless, the new pool must have sufficient numbers, and, it must pass the underwriters' analysis. A small pool could be a problem.

Tiered levels within pools were also discussed.

Darcie Paradies asked if CHC could designate a minimum that would go into a pool.

Mary Shaw asked if Healthy Lifestyles limited the pool. None of the committee members knew this, but agreed to check.

A question was asked about the 'shelf life' of the health questionnaires. They are generally valid for up to 90-days. This will have an impact on CHC's proposed timeline and the 'Go Live' date of July 1st. Was this realistic?

Discussion followed on CHC's proposed timeline and the projected 'Go Live' date of July 1, 2009. The following was created by Rosanne Bump and Lisa Montgomery from notes taken during the committee meeting:

CHC Timeline

March -

1. PR / Awareness Committee (Rosanne & Lisa):

- Communicate with Chamber execs, EDCs, other membership organizations to explain CHC and request they invite members and community to informational sessions:
 - Set employer information meeting date/time/location (Bill)
 - Create business and broker email/newsletter blurbs, newsletter insert, press releases for local radio, newspapers, etc (Rosanne/Lisa)
 - Finalize health questionnaire: need return to PO Box info, other stuff?? (Bill, RFP committee – Carol and Linda S.)
 - Review info on CHC website (Rosanne, Lisa)
 - Post timeline, health questionnaire, overview, etc. on CHC website (Bill R.)
 - Get contact info from the other chamber execs in CHC's 17-county region (Rosanne)

2. Broker Committee (Linda H.):

- Set broker information meeting date/time/location
- Verify PR for brokers and informational meeting: E-mail blast paragraph, newsletter insert, press release for local papers, etc.; include with info to membership organizations
- Need to contact brokers in some other way to invite to meeting??

April -

1. PR/Awareness Committee (Rosanne & Lisa):

- Follow-up with Chambers and other membership organizations as needed (Rosanne, Lisa, all)

2. Broker Committee (Linda H.):

- Host Broker meeting in middle/end of April
- Work with brokers as needed
- Provide feedback as necessary for the May 15(ish) employer/business informational meeting

3. RFP Committee (Carol & Linda S.):

- Prepare RFP, identify vendors to send RFP

May 15th +/-

- Host Informational meeting with potential Co-op Members i.e. Employers (Bill R.)

May 15th +/- to May 31

- 'Members' (Employers) fill out health questionnaire – deadline to return May 31

June 1 – 15

1. RFP Committee:

- Organize health questionnaires as needed, follow up with businesses as needed
- Submit RFP to vendors by June 15

August –

1. RFP Committee:

- Get quote back from vendors, select one (by August 15)
- Brokers take details to interested businesses (August 15 to September 1)

September 1 –

- Deadline for employers to be in pool (pay membership dues, sign 3-year agreement, follow health providers guidelines to get enrolled)

October 1 –**Go Live with Coverage**

Committee members discussed two (2) tracks for information – (1) A broker's track, and (2) general public-employers-prospective co-opp 'members' track. The committee needs to engage insurance brokers at an early stage or they will not participate. Discussion followed.

Next Meeting

The committee agreed to meet again in about two (2) weeks. Rubin will distribute an e-mail notice, and he requested a reply to the e-mail.

Adjourn

The meeting adjourned at 5:15 pm.

~William Rubin