

MNsure Board Advisory Committee Selection Process Framework

1. Three MNsure Board members volunteered to review and make recommendations to the Board for final decision on selection of Advisory Committee members:
 - a. Peter Benner
 - b. Kathryn Duevel
 - c. Thompson Aderinkomi
2. Before the applications were reviewed the Board members worked with MNsure staff to identify 10 key qualities that each Advisory Committee member should possess. These were then aggregated into one list by MNsure staff. The key qualities list guided the selection process. Many of the criteria could not be ascertained from the applications. Below is the aggregated list:
 - a. Has basic understanding of how health insurance works and willing to research issues as needed
 - b. Strong interpersonal and communication skills: enthusiastic, team player, honest/willing to disclose any conflicts of interest
 - c. Able to attend meetings and collaborate
 - d. Adds credibility and brings a voice to the table that needs to be there and be an articulate and effective advocate for that voice
 - e. Connected to and respected by community/industry groups represented
 - f. Has relevant experience:
 - i. Individual representative: have purchased health insurance in the individual market or used Medicaid in the last 48 months
 - ii. Navigator/broker/assister: experience assisting consumers find health insurance, or representative from trade association
 - iii. Provider: experience providing health care to consumers, or representative from trade association
 - iv. Broader “expertise” in health care use, delivery, insurance or public programs. Strong understanding on the difference between how health insurance prices impact people and how the cost of medical care impacts people
 - v. Have received medical care at least once in the last 48 months
 - g. Represents diversity: age, ethnicity, culture, gender, disability, sexual preference, socioeconomic status, geography, health insurance status, religion, education, industry connection, employment, leadership style
 - h. Willing to embrace innovation when it advances the cause and willing to abandon traditional approaches that don’t meet current needs
 - i. Committed to making MNsure work (which is not the same as agreeing with everything MNsure does)
 - j. Understands the advisory role rather than a decision making authority; accepts that not all recommendations will be adopted.
3. After the first application round was closed, the Board members supported by MNsure staff independently constructed a list of their top members for both the Consumer and Small Employer and Healthcare Industry committees.
4. After the second application round closed, Board members and MNsure staff independently revised their lists to include the second round applicants for both the Consumer/Small Business and Healthcare Industry Advisory Committees.

5. The Board members and MNSure staff met in person at MNSure offices to come to agreement on the narrowed down list of Advisory Committee members.
6. Composition of the Advisory Committees was of the utmost importance to ensure representation that reflects the consumers who will be using MNSure. In particular, the factors considered (but not limited to these factors), in no particular order of importance, when analyzing Advisory Committee composition were:
 - a. Geographic region
 - b. Ethnicity
 - c. Gender
 - d. Race
 - e. Represents Uninsured or State Program Enrollees
 - f. Represents Mental Health/Disabled population
 - g. Age
7. Individually and as a group the Board members and MNSure staff grouped applicants into roughly the following categories. Applicants within each category were compared to each other for appointment to the Consumer and Small Business Advisory Committee. In other words, the applications from public program enrollees were not directly compared to those from Small Business owners.
 - a. State Program Enrollee
 - b. Uninsured
 - c. Purchases health insurance on the individual market
 - d. Receives health insurance from a small or large employer sponsored plan
 - e. Small Business Owner
8. The final aggregation followed the process detailed below:
 - a. Each Board member involved in the review process reviewed all applicants' submissions.
 - b. Applicants that were selected for recommendation by 1, 2 or 3 reviewers were discussed and compared to other similar applicants based on the criteria, given in Section 7(a) – 7(e).
 - c. The overall composition of those recommended for Advisory Committee membership was reviewed based on the items in Section 6(a) – 6(g), but not limited to these items to ensure that adequate representation from the populations that will be using MNSure. The goal was to achieve representative voices of adequate depth and breadth to provide the needed consumer and small employer perspectives as defined in the committee charter.
9. The Board members and MNSure staff involved in the review and recommendation process acknowledged that each applicants may have conflicts of interest and that the Board should consider whether all conflicts must be disclosed.
10. Open issues for the Board to decide:
 - a. Should the Board require background checks for potential Advisory Committee members?
 - b. Should the Board require other disclosures of potential Advisory Committee members? For example: specific identification of any organizations they are representing; any organizations they are a member of, to the extent it relates to the work of MNSure; any significant financial or person interest in organizations MNSure does business with.
 - c. Process for acting on recommendations.

Draft Meeting Agendas

1. Meeting 1 (4 hours)
 - a. Introductions, all, 60 minutes
 - b. MNsire Overview 1 (Regulations), 30 minutes, MNsire Staff
 - c. MNsire Updates, 30 minutes, MNsire Staff
 - d. Purpose of Advisory Committee Discussion, 30 minutes, Board Liaison
 - e. Board Development, 30 minutes, Facilitator
 - f. Committee Operations, 60 Minutes, Board Liaison
2. Meeting 2 (3 hours)
 - a. Purpose of Advisory Committee Discussion, 30 minutes, Board Liaison
 - b. MNsire Overview 2 (Operations), 30 minutes, MNsire Staff
 - c. MNsire Updates, 30 minutes, MNsire Staff
 - d. Board Development, 30 minutes, Facilitator
 - e. Committee Operations, 60 Minutes, Board Liaison
3. Meeting 3 (2 hours)
 - a. Purpose of Advisory Committee Discussion, 30 minutes, Board Liaison
 - b. MNsire Overview 3 (Finances), 30 minutes, MNsire Staff
 - c. MNsire Updates, 30 minutes, MNsire Staff
 - d. Committee Operations 30 minutes, Board Liaison
 - i. Approve Committee Rules and Processes
 - ii. Approve Meeting Schedule