

# MEETING NOTICE & AGENDA

## Illinois Health Benefits Exchange Advisory Council (HBEAC)

Illinois Department of Insurance (DOI) and Healthcare & Family Services (HFS)

P.A. 103-0103

**March 25<sup>th</sup>, 2024: 1:00 p.m. to 2:00 p.m. CST**

### Locations:

#### Chicago

122 S. Michigan Ave, 19<sup>th</sup> Floor

Chicago, IL 60603

&

#### Springfield

320 W. Washington Street, 4<sup>th</sup> Floor

Springfield, IL 62767

To register for remote meeting access and other announcements regarding this committee please submit a request at <https://doi.illinois.gov/aboutus/hbeac.html>.

### AGENDA:

1. Welcome by HBEAC Co-Chairs
2. Introduction of Marketplace Director/ Marketplace Director quarterly report to HBEAC members
3. Housekeeping
4. Introductions of HBEAC members and overview of HBEAC member responsibilities
5. Discussion of and voting on proposed by-laws (Includes Remote Attendance & Public Comment Guidelines)
6. Department of Insurance progress report to HBEAC members
7. Public comment period
8. Other Matters
9. Adjourn

*See Following pages for proposed public comment rules and remote attendance procedures.*

## **Proposed Public Comment Rules**

### **ARTICLE XII – PUBLIC COMMENT**

The meetings of the Illinois Health Benefits Exchange Advisory Committee (“Committee”) are subject to the Open Meetings Act (5 ILCS 120/1, *et seq.*) (“Act”) and are open to the public. These rules are generated under the authority of section 2.06(g) of the Act and become effective once approved by the Committee.

#### **Section A – Request to Speak**

For a public attendee to speak during the meeting, interested parties must email [DOI.HBEAC@Illinois.gov](mailto:DOI.HBEAC@Illinois.gov) no later than 5 days before the scheduled meeting. The public attendee should title their email “*Request to Provide Public Comment during IHBEAC Meeting: Date of Meeting*”. All public speakers must provide their name, title, organization name, email address and contact number when signing up to speak. Once your request has been reviewed, you will receive a confirmation email from [DOI.HBEAC@Illinois.gov](mailto:DOI.HBEAC@Illinois.gov). Individuals in need of interpreters, reasonable accommodations to facilitate their attendance, or other special needs must contact the Committee at least two weeks prior to the scheduled meeting to effectuate their request. Reasonable accommodations will be made at no cost.

#### **Section B – Speaker Requirements**

The Committee will try to accommodate as many requests as possible. However, there is limited availability for public comments. Comments must be short in length. At the Committee Co-Chairs’ discretion - and based upon the public comment time allotted - each speaker will be given no more than 3 minutes to provide comments during the meeting. Responses by Committee members to public comments shall not count towards the time limitations for public comments. Speakers on the same subject are encouraged to collaborate and have a single spokesperson. Public attendees may only speak during the allotted time for public comment unless they are asked a question by a member of the Committee or otherwise by permission of the Chair. However, to the extent the Committee Chair, in consultation with the Committee, deems it appropriate to permit individuals wishing to use their allotted time to speak on a particular issue while it is under consideration, the Chair may permit comments to be made outside of the designated period. Public comments must pertain to one or more items on the Committee’s agenda for that meeting or otherwise under discussion at the meeting at which the commentary is offered. The Chair, in consultation with the Committee, expressly retains the right under these rules to stop any speaker who raises issues that are either not on the agenda or are not otherwise sufficiently related to the meeting at hand.

#### **Section C – Written Comments**

Interested parties may also provide written comments to the IHBEAC in lieu of speaking during the meeting. Comments will automatically be placed in the meeting record, and the Committee can decide to read supplied comments as they see fit.

#### **Section D – Other Requirements**

1. Neither speakers nor other attendees of a meeting are allowed to give their time to another speaker.
2. To the extent the Committee, or any of its members, wishes to respond to issues or questions posed in public comments, the Committee reserves the prerogative, but not the responsibility, to do so.

3. The Chairs, in consultation with the Committee, expressly retains the right under these rules to stop and/or remove any speaker whose comments or behavior compromise the decorum and order of the meeting or the Committee's control of the meeting in any way. This includes, but is not limited to, comments which employ the use of profanity, abusive language, threats, interruptions of the Committee or its members, and disruptive behavior.
4. To the extent the Committee, or any of its members, wishes to respond to issues or questions posed in public comments, the Committee reserves the prerogative, but not the responsibility, to do so. Responses by Committee members to public comments shall not count towards the time limitations for public comments.
5. Members of the public may not bring in signs, banners, or display materials. A member of the public may record a Committee meeting, subject to the constraints imposed by Section 2.05 of the Open Meetings Act (5 ILCS 120/2.05).

### **Proposed Remote Attendance Meeting Format**

#### **Section C – Meeting Format**

IHBEAC meetings may be held in person at a State of Illinois or other public facility in Chicago or Springfield and/or via electronic options (web-based, video conferencing, and/or telephonic) at the discretion of the Committee Co-Chairs.

Pursuant to Section 7(d) of the Open Meetings Act, the IHBEAC may conduct meetings without a quorum physically present at any designated location, including meetings wherein no location is designated for physical attendance, subject to the following mandatory conditions:

1. All members of the IHBEAC participating in the meeting, wherever their physical location, must be individually verified by name and must be able to hear one another and hear all discussion and testimony.
2. For open meetings, public notice must be provided pursuant to Section 2.02 of the Open Meetings Act, which must include arrangements to allow all members and any other interested person to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link. The arrangements must not deny non-members the opportunity to address public officials as provided in Section H of this Article and Section 2.06(g) of the Open Meetings Act.
3. For closed meetings, except in the case of a bona fide emergency, a telephone number or a web-based link to participate in the meeting must be provided to the members of the IHBEAC at least 48 hours in advance.
4. All votes must be conducted by roll call, so each member's vote can be identified and recorded.
5. Each member participating by audio or video conference must be considered present for purposes of determining a quorum and participating in all proceedings.
6. Open meetings held under this paragraph must have a verbatim record maintained in the form of an audio or video recording. Verbatim records made under this paragraph must be made available to interested persons upon request and are otherwise subject to the provisions of Section 2.06 of the Open Meetings Act.