



Washington State Health Benefit Exchange

Report to the Legislature

September 30, 2015

Report to the Legislature

Second Engrossed Senate Bill 6052 directed the Washington State Health Benefit Exchange (HBE) to submit a detailed report to the Washington State Health Care Authority (HCA) and the House Appropriations and Senate Ways and Means Committees by September 30, 2015. A second report on this information is due by September 30, 2016.

This report provides the information for each of the required elements identified in the 2015-17 enacted budget.

1. Salaries of all current employees of the Exchange, including starting salary, any increases received, and the basis for each increase (Appendix A); and
2. Salary, overtime, and compensation policies for staff of the Exchange (Appendix B).

This report also includes the information due for the first monthly report to the legislature with the following elements:

1. A report of all expenses by month and category;
2. Beginning and ending fund balances by fund source;
3. Any contracts or contract amendments signed by the Exchange; and
4. An accounting of staff required to operate the Exchange broken out by full time equivalent positions, contracted employees, temporary staff, and any other relevant designation that indicates the staffing level of the Exchange.

The monthly report reflects the financial information for July 2015. This report includes all contracts in effect as of September 1, 2015, which will serve as the baseline for future reports.

Background

The Exchange is run by an 11-member bipartisan Board comprised of a Chair and eight voting members appointed by the Governor. Board members are nominated by the Republican and Democratic caucuses in both the State House and State Senate. The Exchange Board must have expertise in a variety of health care areas including employee benefits, health economics, consumer advocacy, individual insurance, small group insurance, and health plan administration. The Director of the Health Care Authority and Insurance Commissioner are ex-officio, non-voting Board members. There are currently 10 stakeholder committees, technical advisory committees or workgroups associated with the Board, including the Advisory Committee as well as a Technical Advisory Committees for key program areas including the navigator program, agents and brokers, health equity and outreach. There are also three workgroups that address plan management, consumers and tribal issues.

Current board members include:

Chair: Ron Sims, retired Deputy Secretary for the U.S. Department of Housing and Urban Development

Bill Baldwin, Partner at The Partners Group

Don Conant, General Manager at Valley Nut and Bolt and Assistant Professor in the School of Business at St. Martin's University

Ben Danielson, Medical Director at Odessa Brown Children's Clinic

Phil Dyer, Senior Vice President at Kibble & Prentice/USI and former state legislator

Bill Hinkle, Executive Director at the Rental Housing Association and former state legislator

Teresa Mosqueda, Political and Strategic Campaign Director at the Washington State Labor

Hiroshi Nakano, Director of Managed Care at Valley Medical Center

Mark Stensager, Retired Health System Administrator

Ex-Officio: Mike Kreidler, Washington State Insurance Commissioner

Ex-Officio: Dorothy Teeter, Director of the Health Care Authority

The Exchange was established as a non-profit, quasi-governmental agency. In order to meet the deadlines for the first open enrollment in 2013, the Exchange had to act quickly to establish financial systems, develop policies and procedures and hire staff. During the first few years in operations, significant focus was devoted to the development and refinement of information technology systems to provide a positive customer experience. Less attention was paid to establishing efficient administrative controls. The Exchange's initial funding were the federal funds provided for starting-up state-based Exchanges. These funds were restricted to the purposes directed by the specific grants.

In the 2015-17 budget, the Legislature directed the Exchange to increase its financial transparency and enhance fiscal accountability. These goals are consistent with what the Exchange needs to do to transition from a start-up organization to a more mature, sustainable organization. The Exchange is currently reviewing its administrative policies and procedures to ensure adequate financial and operational controls are in place.

Recently, the Exchange has experienced a shift in key leadership positions, with the departure of the Chief Executive Officer and the Chief Financial Officer. These positions are currently filled on an interim basis. The change in leadership has brought a new focus on reviewing financial and administrative policies and procedures.

The Exchange's status as a quasi-governmental agency requires maintaining non-profit accounting practices in addition to the new state financial reporting. The tax year for the Exchange is a calendar year, which is the same period for its federal grants. This report reflects the state fiscal year rather than the organization's fiscal period.

Financial Systems

When the Exchange was established as a private non-profit partnership, a decision was made to select a financial system that met the needs of a non-profit organization. The chart of accounts for financial monitoring and reporting also was developed to meet the requirements for a non-profit entity. The financial and program information now required by the legislature is difficult to achieve efficiently and effectively. The Exchange has begun planning to revise its chart of accounts and will be soliciting proposals for a new financial system.

Employee Salaries

Initially, a key goal of the Exchange was to establish positions and hire staff quickly to successfully implement the first open enrollment. The Exchange used the non-profit or not-for-profit sector as the comparative salary benchmark for most positions. Some positions were compared with state positions when sufficient private sector comparisons were unavailable. Positions were filled rapidly to meet emerging needs. Although the Exchange had a clearly defined organizational structure, a comprehensive classification system was not established.

Historically, an employee's initial salary was based on the individual's position, past experience and skills, as well as consideration of their current salaries. This approach has led to some variation in individual salaries for similar positions or comparable positions in a different class series. The Exchange is implementing a new salary band structure to assure greater consistency and internal equity in salary setting. In addition, the Exchange recently revised its policies for granting salary increases to provide greater internal consistency and accountability.

The Exchange will continue to use salary surveys for market benchmark evaluations, primarily for Information Technology, Managerial/Professional; Accounting; Facilities and Human Resources. However, many of the Operations positions are not found on regional job salary surveys due to their specific nature (e.g. Enrollment Analyst, Eligibility Manager).

Salary information for the Exchange is provided in Appendix A for those staff on the HBE payroll September 1, 2015. This information only reflects the staff that are employed by the Exchange directly and does not reflect temporary employees hired through employment agencies or staff resources provided by consultants.

In August 2015, the Exchange reduced its full time equivalent staff by eliminating 15 vacant positions and implementing a reduction-in-force for five staff. The Exchange also reduced the number of departments and aligned staff performing similar functions together. The executive team was reduced from nine to seven positions. The Exchange will continue to evaluate longer-term needs and resource deployment that may be needed to maximize performance.

A factor to consider when comparing the data on salary changes for the Exchange to most state agencies, is that business processes substantially changed in a short period of time, requiring the need for position changes. Staff frequently were hired for a specific role and then when changes to business processes occurred, the requirements for these positions changed. As position requirements changed, staff salaries also changed. As the Exchange grew, several staff promoted into the new positions. State agencies typically have more stable operating environments.

Salary Changes

The following definitions describe the basis for salary increases made from the inception of the Exchange to September 2015.

- Reclassification** Changes made to the job classification which merit a change in salary range, either higher or lower.
- Performance** Salary increase based on higher performance or job duties with no rewrite of the job description or a change in title.
- Promotion** New position with a higher salary range than previous.
- Transfer** New position with the same salary range, or same position in a new department.
- Merit** Merit increases were given in 2013 following the first open enrollment (January or April depending on the position) and in January 2014 (staff hired prior to November 2013). In November, the Board approved a retroactive increase for the CEO, effective August.

Total Compensation

When comparing total compensation for Exchange employees, it should be noted that there is a substantial difference in total compensation. While Exchange employees are eligible for the State retirement plan through the Washington State Department of Retirement Systems and health care and dental coverage through the Washington Public Employees Benefit Board (PEBB), full-time Exchange employees receive less paid time off. Therefore, comparisons between Exchange employees and state employees should consider this difference.

State employees receive vacation leave (based on number of years of service), sick leave and state holiday leave. Exchange employees receive paid time off (PTO). The chart below identifies the differences between the two leave accrual rates.

Comparison of Leave Accruals- Exchange versus State

Year	Exchange-PTO	Exchange Holidays	Total	State Vacation	State Sick Leave	State Holiday	Total
1	15	10	25	12	12	11	35
2	20	10	30	13	12	11	36
3-4	25	10	35	14	12	11	37
5-7	25	10	35	15	12	11	38
8-10	25	10	35	16	12	11	39
11	25	10	35	17	12	11	40
12	25	10	35	18	12	11	41
13	25	10	35	19	12	11	42
14	25	10	35	20	12	11	43
15	25	10	35	21	12	11	44
16	25	10	35	22	12	11	45

Exchange Salary and Benefit Policies

The Washington State Health Benefit Exchange's Employee Handbook outlining its salary and benefit policies is attached in Appendix B.

Exchange Monthly Reporting

The required monthly reporting is provided for the following:

1. *A report of all expenses by month and category (Appendix C); and*
2. *Beginning and ending fund balances by fund source ;*
Appendix C provides the monthly financial report for July 2015. The revenue identifies beginning fund balances and accruals. Note: the Health Care Authority is the fund manager for the Health Benefit Exchange Account (17T)
3. *Any contracts or contract amendments signed by the Exchange; and*
Appendix D provides a detailed account of all HBE current contracts and serves as a baseline for future reports.
4. *An accounting of staff required to operate the Exchange broken out by full time equivalent positions, contracted employees, temporary staff, and any other relevant designation that indicates the staffing level of the Exchange.*

The HBE staffing plan reflects the enacted budget FTE levels. Future updates will provide counts of actual FTEs and contractors to planned FTES.

HBE STAFFING PLAN

Department	July 2015			January 2016		
	FTE (bodies)	Contractor	Total	FTE (bodies)	Contractor	Total
Regular Employees						
Executive/PMO	7	4	11	7	1	8
Policy	11	0	11	11	0	11
Legal	8	0	8	8	0	8
Communications	16	0	16	16	0	16
Finance & Administration	19	3	22	15	2	17
Operations	35	3	38	35	0	35
IT	30	34	64	30	4	34
Subtotal	126	44	170	122	7	129
Temporary and Project Employees*						
Invoices	0	3	30	0	0	0
Eligibility	5	19	24	3	0	3
Outreach	0	11	11	0	0	0
Enrollment	5	12	17	0	0	0
Reconciliation	5	12	17	0	0	0
Level 2 Triage	3	6	9	1	0	1
Subtotal	18	63	81	4	0	4
Total	144	107	251	126	7	133

*Non-appropriated grant funds to prepare for OE3 and implement change in premium aggregation, primarily Operations staff.

Appendix A – Exchange Salaries

**Appendix A
HBE Report on Current Employee's Annual Salary
Inception to 9/1/2015**

Current Title	Salary Change Date	Salary Change Type	Total
Staff Accountant	09/17/2013	New Hire	54,999.84
	01/01/2014	Merit	55,900.08
	07/01/2014	Promotion	59,869.92
	02/01/2015	Job Reclassification	65,856.00
Legislative and External Affairs Manager	11/05/2012	New Hire	82,000.08
	01/16/2013	Performance	85,000.08
	04/01/2013	Merit	87,210.00
	01/01/2014	Job Reclassification	92,512.08
	06/01/2014	Promotion	95,500.08
Change Control Coordinator	06/13/2013	New Hire	69,999.84
	11/16/2013	Promotion	72,499.92
Controller	01/20/2015	New Hire	109,999.92
Senior System Developer	09/09/2013	New Hire	85,500.00
	01/01/2014	Merit	86,500.08
	12/16/2014	Promotion	90,825.12
Associate Director SHOP and Consumer Relations	04/29/2013	New Hire	90,000.00
	08/01/2013	Performance	94,500.00
	01/01/2014	Merit	98,280.00
	04/01/2014	Promotion	120,000.00
	06/01/2014	Promotion	127,999.92
Technical Analyst	04/24/2013	New Hire	75,000.00
	01/01/2014	Merit	77,571.12
	04/16/2014	Promotion	90,000.00
Corr-Translation Manager	03/18/2013	New Hire	63,000.00
	07/16/2013	Job Reclassification	65,000.16
	01/01/2014	Merit	66,949.92
	01/01/2015	Job Reclassification	73,248.96
	05/01/2015	Job Reclassification	66,949.92
Software Test Analyst Lead	01/02/2014	New Hire	70,000.08
	12/01/2014	Promotion	72,799.92
Reconciliation Analyst	11/27/2013	New Hire	64,999.92
Infrastructure Services Technician	01/13/2014	New Hire	51,499.92
Associate Director- Outreach	09/04/2012	New Hire	90,000.00
	03/27/2013	Performance	94,500.00
	01/01/2014	Merit	98,511.12
Project (Grant funded)	08/16/2015	New Hire	49,999.92
Project (Grant funded)	04/15/2013	New Hire	79,999.92
	01/01/2014	Merit	82,848.00
	05/11/2015	Rehire	60,000.00
Navigator Specialist	11/26/2012	New Hire	75,000.00
	01/01/2014	Merit	78,750.00
Human Resource Generalist	05/08/2013	New Hire	67,500.00
	01/01/2014	Merit	69,600.00
Business Intelligence Lead	03/23/2015	New Hire	115,000.08

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Current Title	Salary Change Date	Salary Change Type	Total
Senior Program Specialist	07/01/2012	New Hire	48,144.00
	04/01/2013	Merit	50,671.68
	08/16/2013	Promotion	55,000.08
	01/01/2014	Merit	57,750.00
Technical Solutions Manager	11/04/2013	New Hire	112,000.08
Senior Eligibility Specialist	11/17/2014	New Hire	40,000.08
	01/01/2015	Promotion	43,999.92
	03/01/2015	Promotion	55,000.08
Senior Administrative Assistant	04/29/2013	New Hire	55,000.08
	01/01/2014	Merit	58,849.92
Technical Solutions Analyst	05/19/2014	New Hire	79,999.92
Senior Administrative Assistant	08/11/2014	New Hire	49,999.92
Senior Communications Specialist	10/08/2012	New Hire	80,000.16
	04/01/2013	Merit	82,392.00
	01/01/2014	Merit	87,300.00
Infrastructure Services Engineer	11/13/2012	New Hire	70,012.08
	01/01/2014	Merit	73,999.92
Process and Documentation Analyst	09/29/2014	New Hire	85,000.08
Appeals Specialist	06/09/2014	New Hire	52,000.08
IT Manager Enterprise Security and QA	07/01/2013	New Hire	111,999.84
	01/01/2014	Merit	115,200.00
Associate Director of Operations	07/22/2013	New Hire	65,000.16
	01/01/2014	Merit	68,250.00
	04/16/2014	Promotion	75,000.00
	10/16/2014	Promotion	90,000.00
	12/16/2014	Promotion	100,000.08
Appeals Claims Manager	05/20/2013	New Hire	79,999.92
	01/01/2014	Merit	83,200.08
Administrative Assistant	10/23/2013	New Hire	43,500.00
Associate Director of Operations	04/01/2013	New Hire	59,000.16
	01/01/2014	Merit	60,769.92
	04/16/2014	Promotion	75,000.00
	11/16/2014	Job Reclassification	85,000.08
	01/01/2015	Promotion	100,000.08
Business Analyst	03/14/2013	New Hire	55,000.08
	10/16/2013	Performance	61,999.92
	01/01/2014	Merit	65,100.00
	03/16/2014	Promotion	75,000.00
	04/01/2015	Promotion	85,000.08
Operations Analyst	08/14/2013	New Hire	58,000.08
	01/01/2014	Merit	59,619.12
	01/01/2015	Job Reclassification	64,999.92
Senior Administrative Assistant	07/21/2014	New Hire	42,000.00
	01/01/2015	Promotion	55,000.08
Senior Administrative Assistant	11/15/2013	New Hire	50,000.16
	12/02/2013	New Hire	52,000.08
	06/01/2014	Promotion	58,000.08
	02/01/2015	Promotion	70,000.08

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Current Title	Salary Change Date	Salary Change Type	Total
	08/16/2015	Promotion	64,999.92
Project (Grant funded)	12/01/2014	New Hire	49,999.92
Associate Director Policy	11/29/2012	New Hire	83,000.16
	04/01/2013	Performance	87,150.24
	01/01/2014	Merit	92,379.12
	06/01/2015	Promotion	100,000.08
Budgeting & Financial Reporting Manager	09/09/2013	New Hire	87,500.16
	09/16/2014	Job Reclassification	96,250.32
	02/01/2015	Job Reclassification	105,875.04
HPF Business Client Specialist	03/30/2015	New Hire	55,000.08
Operations Analyst	08/12/2013	New Hire	58,000.08
	01/01/2014	Merit	59,619.12
	01/01/2015	Job Reclassification	62,619.12
Facilities Manager	05/13/2013	New Hire	41,000.16
	09/16/2013	Promotion	50,000.16
	01/01/2014	Merit	57,000.00
	10/01/2014	Job Reclassification	70,000.08
Project (Grant funded)	03/09/2015	New Hire	55,000.08
Reconciliation Analyst	08/20/2012	New Hire	46,008.00
	04/01/2013	Merit	47,400.00
	12/06/2013	Promotion	53,000.16
Accounting Clerk	06/24/2013	New Hire	19,115.94
	10/16/2013	Promotion	25,000.08
	01/01/2014	Merit	25,404.00
	09/01/2014	Job Reclassification	31,999.92
Software Quality Manager	01/22/2013	New Hire	100,000.08
	01/01/2014	Merit	105,000.00
	11/01/2014	Promotion	115,000.08
Data and Reporting Manager	02/28/2014	New Hire	94,999.92
Project (Grant funded)	12/15/2014	New Hire	55,000.08
	02/01/2015	Promotion	60,499.92
Project (Grant funded)	07/07/2014	New Hire	26,001.00
	03/16/2015	Promotion	44,000.16
	07/01/2015	Job Reclassification	40,000.08
Project (Grant funded)	11/17/2014	New Hire	40,000.08
Senior Program Specialist	12/23/2013	New Hire	58,999.92
Appeals Specialist	12/08/2014	New Hire	55,000.08
Data Analyst	06/19/2014	New Hire	64,999.92
Zendesk Administrator	04/01/2013	New Hire	56,000.16
	01/01/2014	Merit	58,800.00
	06/16/2014	Promotion	72,499.92
Chief Financial Officer	08/27/2015	New Hire	145,000.08
Senior Administrative Assistant	03/18/2013	New Hire	65,000.16
	01/01/2014	Merit	67,600.08
Project (Grant funded)	02/04/2015	New Hire	49,999.92
Small Business Agent Rep	03/18/2013	New Hire	80,000.16
	08/09/2013	Performance	82,400.16
	01/01/2014	Merit	84,871.92

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Current Title	Salary Change Date	Salary Change Type	Total
Data Analyst	07/16/2014	New Hire	75,000.00
Project (Grant funded)	11/17/2014	New Hire	40,000.08
Manager of IT Infrastructure Services	09/24/2012	New Hire	95,000.16
	04/01/2013	Merit	99,750.24
	01/01/2014	Merit	104,238.96
Associate Director of IT Technology Services	12/01/2014	New Hire	130,000.08
Reconciliation Analyst	12/06/2013	New Hire	52,000.08
	01/01/2015	Promotion	57,199.92
	04/01/2015	Promotion	52,000.08
Consumer Relations, Senior Manager	07/01/2012	New Hire	52,000.08
	01/16/2013	Performance	54,600.00
	05/15/2013	Promotion	67,000.08
	01/01/2014	Merit	70,350.00
	04/16/2014	Promotion	75,000.00
	01/01/2015	Job Reclassification	85,000.08
	03/16/2015	Promotion	90,000.00
Project (Grant funded)	01/23/2015	New Hire	40,000.08
Executive Assistant	07/01/2012	New Hire	70,000.08
	01/01/2013	Merit	73,500.00
	12/01/2013	Performance	79,000.08
	01/01/2014	Merit	83,740.08
Billing Specialist	01/16/2015	New Hire	43,999.92
Eligibility Specialist	11/08/2013	New Hire	31,999.92
	04/16/2014	Promotion	37,000.08
	11/16/2014	Job Reclassification	40,000.08
Associate Director- Project Management Office	03/10/2014	New Hire	120,000.00
Communications Associate	07/01/2012	New Hire	60,000.00
	01/01/2014	Merit	66,108.00
Plan Management Specialist	01/26/2015	New Hire	67,000.08
EDI Analyst	06/16/2014	New Hire	49,999.92
	03/01/2015	Promotion	55,000.08
Reconciliation Analyst	11/17/2014	New Hire	49,999.92
	03/16/2015	Promotion	55,000.08
Senior Program Specialist	01/23/2013	New Hire	58,500.00
	01/01/2014	Merit	61,425.12
Digital Communications Specialist	10/21/2013	New Hire	40,999.92
	12/18/2013	Performance	41,460.00
	01/01/2015	Promotion	45,000.00
Operations Analyst	07/21/2014	New Hire	49,999.92
	01/01/2015	Job Reclassification	52,999.92
Project (Grant funded)	12/16/2014	New Hire	52,000.08
Small Business Agent Manager	02/26/2013	New Hire	80,000.16
	06/01/2013	Performance	82,400.16
	01/01/2014	Merit	84,871.92
	05/01/2014	Promotion	90,000.00
Reconciliation Analyst	01/02/2014	New Hire	52,000.08
HPF Business Client Specialist	01/01/2015	New Hire	55,000.08
Billing Specialist	08/11/2014	New Hire	34,999.92

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Current Title	Salary Change Date	Salary Change Type	Total
Chief Executive Officer	08/06/2012	New Hire	125,000.16
	01/01/2013	Merit	131,251.20
	12/01/2013	Promotion	154,999.92
	01/01/2014	Merit	162,750.00
Senior Program Specialist	04/21/2014	New Hire	52,999.92
	05/01/2015	Promotion	61,999.92
Director of Communications and Outreach	07/01/2012	New Hire	120,000.00
	01/01/2013	Merit	126,000.00
	01/01/2014	Merit	133,560.00
Project (Grant funded)	11/17/2014	New Hire	49,999.92
Lead Infrastructure Services Engineer	11/19/2012	New Hire	80,000.16
	01/01/2014	Merit	84,000.00
Staff Accountant	07/08/2013	New Hire	60,000.00
	01/01/2014	Merit	61,153.92
Supervisor Triage Unit	07/11/2013	New Hire	35,007.75
	11/01/2013	Performance	41,000.16
	01/01/2014	Merit	41,820.00
	05/01/2014	Promotion	52,999.92
	01/01/2015	Promotion	58,300.08
Senior Accountant	01/22/2013	New Hire	55,000.08
	05/13/2013	Performance	57,199.92
	01/01/2014	Merit	60,156.96
	12/01/2014	Promotion	66,000.00
Senior Accountant	04/01/2013	New Hire	55,000.08
	08/01/2013	Performance	57,750.00
	01/01/2014	Merit	59,869.92
	10/01/2014	Job Reclassification	66,000.00
	08/16/2015	Promotion	82,000.08
Grants/Budget Specialist	02/01/2015	New Hire	64,000.08
HPF Business Program Manager	07/01/2012	New Hire	45,000.00
	09/01/2012	Promotion	55,000.08
	01/01/2014	Merit	57,199.92
	12/16/2014	Promotion	64,000.08
Appeals Specialist	11/26/2013	New Hire	54,499.92
Project (Grant funded)	12/22/2014	New Hire	49,999.92
	08/01/2015	Promotion	55,000.08
Financial Systems Lead	01/09/2013	New Hire	85,000.08
	01/01/2014	Merit	88,999.92
Enrollment Analyst	12/06/2013	New Hire	54,000.00
	03/01/2015	Promotion	60,000.00
Senior Systems Developer	01/14/2013	New Hire	94,500.00
	01/01/2014	Merit	99,199.92
Enterprise Project Manager 1	09/04/2012	New Hire	58,000.08
	04/01/2013	Performance	63,792.00
	01/01/2014	Merit	66,342.96
	08/01/2014	Promotion	70,000.08
Senior Technical Analyst	08/16/2012	New Hire	75,084.00
	04/01/2013	Merit	87,840.00

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Current Title	Salary Change Date	Salary Change Type	Total
	01/01/2014	Merit	92,239.92
Supervisor Outreach Unit	08/01/2014	New Hire	52,000.08
	01/01/2015	Job Reclassification	57,199.92
Chief Executive Officer (former)	07/01/2012	New Hire	150,000.00
	01/01/2013	Merit	157,500.00
	08/01/2013	Performance	177,975.12
Administrative Assistant	10/22/2012	New Hire	35,000.16
	04/01/2013	Performance	36,744.00
	01/01/2014	Promotion	42,000.00
Director of Legal Services	11/05/2012	New Hire	120,000.00
	04/01/2013	Merit	124,800.00
	01/01/2014	Merit	131,040.00
Project (Grant funded)	04/06/2015	New Hire	40,000.08
IT Operations Manager	01/07/2013	New Hire	82,500.00
	12/16/2013	Promotion	92,500.08
	01/01/2014	Merit	96,263.04
	08/01/2015	Promotion	105,888.96
Senior Eligibility Specialist	07/01/2014	New Hire	26,001.00
	11/17/2014	Rehire	40,000.08
	03/01/2015	Promotion	55,000.08
Project (Grant funded)	11/17/2014	New Hire	40,000.08
	05/01/2015	Promotion	43,999.92
Project (Grant funded)	08/06/2015	New Hire	55,000.08
Project Management Administrator	06/26/2013	New Hire	99,999.84
	01/01/2014	Merit	102,499.92
Operations Analyst	04/16/2014	New Hire	48,000.00
	05/16/2014	Performance	52,000.08
	01/01/2015	Job Reclassification	55,999.92
Staff Accountant	11/18/2013	New Hire	37,000.08
	08/01/2014	Promotion	46,999.92
	06/01/2015	Promotion	51,700.08
Associate Director- Call Center	03/28/2013	New Hire	75,000.00
	01/01/2014	Merit	77,250.00
	02/16/2015	Promotion	90,000.00
	04/01/2015	Promotion	94,999.92
Account Management Lead	09/01/2012	New Hire	63,000.00
	04/01/2013	Merit	65,835.12
	12/16/2014	Promotion	68,835.12
Technical Solutions Analyst	07/01/2013	New Hire	51,999.84
	01/01/2014	Merit	53,439.12
	04/16/2014	Job Reclassification	58,000.08
	07/01/2014	Promotion	72,499.92
Senior Policy Analyst	06/22/2015	New Hire	78,000.00
Project (Grant funded)	04/01/2015	New Hire	49,999.92
Associate Director Human Resources	10/08/2012	New Hire	94,000.08
	04/01/2013	Merit	98,700.00
	01/01/2014	Merit	103,000.08
Facilities Assistant	10/21/2013	New Hire	33,280.08

Appendix A – Exchange Salaries

Current Title	Salary Change Date	Salary Change Type	Total
	01/01/2014	Merit	33,609.12
	04/01/2015	Performance	37,440.00
Project (Grant funded)	12/01/2014	New Hire	49,999.92
Issue Risk Coordinator	07/01/2012	New Hire	78,000.00
	04/01/2013	Merit	80,340.00
	01/01/2014	Merit	82,750.32
Receptionist	12/30/2013	New Hire	34,999.92
Senior Program Specialist	08/11/2014	New Hire	60,000.00
Senior Administrative Assistant	09/24/2012	New Hire	60,000.00
	04/01/2013	Merit	63,000.00
	01/01/2014	Merit	65,835.12
Director of Policy	07/01/2012	New Hire	120,000.00
	01/01/2013	Merit	126,000.00
	01/01/2014	Merit	132,300.00
Senior Technical Solutions Analyst	11/11/2013	New Hire	109,999.92
Director of Operations	07/01/2012	New Hire	120,000.00
	01/01/2013	Merit	126,000.00
	01/01/2014	Merit	132,930.00
Access and Education Specialist	04/01/2015	New Hire	63,000.00
Enterprise Project Manager II	04/06/2015	New Hire	94,999.92
Administrative Assistant	04/06/2015	New Hire	40,000.08
Senior Interface Analyst	01/01/2015	New Hire	81,000.00
Project (Grant funded)	11/17/2014	New Hire	55,000.08
Chief Information Officer	09/15/2014	New Hire	151,999.92
Grants/Budget Specialist	02/17/2015	New Hire	70,999.92
Appeals Specialist	11/20/2013	New Hire	52,999.92

Note: Excludes duplicate and incorrect payroll entries. Also excludes across-the-board salary increase of 3%, which will be retroactive to 7/1/2015. Source ADP.

In addition, eighteen individuals received a total of twenty-two one-time retention and performance bonuses which did not affect their base salary. Only twelve of these individuals remained on the payroll as of September 1, 2015. The total amount spent was around \$44,000.

Appendix B – Exchange Salary and Compensation Policies

SECTION 2: COMPENSATION/PAYROLL

COMPENSATION POLICY (Revised September 2015)

The goal of WAHBE's Compensation Policy is to attract, motivate and retain the best and brightest employees with skills needed to achieve WAHBE's mission. This compensation program will strive to:

- Be competitive within relevant labor markets;
- Reward contribution and excellence using multiple recognition strategies;
- Maintain internal equity;
- Be fiscally responsible; and
- Facilitate career development.

Compensation Committee

The Compensation Committee, comprised of the CEO, CFO, Director of Legal Services and the Associate Director Human Resources, will develop compensation guidelines, and approve any exceptions to those guidelines to ensure organization-wide equity and consistency in the application of our compensation policies and practices.

New Hire Offers – Placement On Salary Range

An offer will typically be extended at or below 25th percentile of the salary range for candidates who meet the minimum qualifications for the positions. Those with additional experience, certifications, education or other qualifying criteria will be typically hired at or below the 75th percentile of the salary range. All such offers should be reviewed for internal equity. *Any offers in excess of the 75th percentile must be approved by the Leadership's Compensation Committee in advance of the offer being extended.*

Determining Annual Merit/Cost Of Living Adjustment (Cola) Increases

The Annual Salary Increase process is an opportunity for managers to review employees' salaries in context to this philosophy, ensure increase dollars are allocated effectively to reward employee performance and contributions and to address compelling market issues.

Each year the Board approves the budget for annual merit and/or COLA increases (if any), expressed as a percentage of current compensation.

COLA increases are calculated as a percentage of current salary and concurrently increase the current salary range structure.

Merit Increases are determined by department directors and are expected to be consistent with the overall budgeted percentage increase. Human Resources staff are available to discuss options for meeting those objectives.

Employees meeting performance expectations and who satisfied the basic requirements of their role should be recognized appropriately. However, we encourage rewarding employees who have had the greatest impact and contribution, above and beyond established expectations of

Appendix B – Exchange Salary and Compensation Policies

performance, and sought out new opportunities to contribute to the success of the department/organization at the highest levels.

Merit increases should be consistent with the employee's latest performance appraisal and contribution to the organization. Employees whose overall performance rating was “Needs Improvement” will not receive a merit increase.

Factors to consider in determining individual merit increase amounts include the employee's:

- Type, complexity and level of work;
- Individual performance and effectiveness in working with others;
- Contribution to the organization;
- Salary in relation to peers performing similar work;
- Salary in relation to external market.

An employee's base salary should be equal to at least the minimum of the employee's salary range for their classification grade and should not exceed the salary range maximum.

Reclassifications

Reclassification is a change from one job position/title and duties to another that typically results in an increase in pay. Reclassification usually occurs as a result of one of the following:

A vacant position exists that a supervisor wants to change to a different position to better meet the needs of the department.

An employee's job duties have changed to the extent that he/she is performing duties of a higher level position at least 50% of the time. (If this change is temporary, a temporary increase of 10% is awarded for the particular duration of the extra higher level duties, subject to Compensation Committee approval.)

Market Adjustments

The Associate Director Human Resources will propose changes to job classifications and salary ranges based on published market survey data. Market adjustments are used to address compelling internal and/or external market and retention issues. Market adjustment requests must be brought before the Compensation Committee for review and are generally effective on the same date as the annual merit/COLA increase.

The Human Resources department, with the oversight of Compensation Committee, is solely responsible for conducting market analysis to identify prevailing rates in the labor markets within which the Exchange competes for talent by using publishing labor market data and salary surveys. Please contact Human Resources if you have any questions or concerns regarding internal or external market information.

Transfers

When an employee is transferred to a new position within the same salary range, no salary increase is given.

Appendix B – Exchange Salary and Compensation Policies

When an employee is transferred to a new position with a higher salary range (promotion), the employee's salary is increased 5% or to the minimum salary of the new range, whichever is higher.

When an employee is transferred to a new position with a lower salary range (voluntary or involuntary demotion), the employee's salary is reduced to the maximum of that salary range (if necessary) and "red-circled."

Red-Circled

Employees "red-circled" are being paid at the maximum of their salary range and are not eligible for further increases until the salary range is increased.

Executive Compensation

All compensation (starting salaries or salary increases) for the following Leadership positions require Board Approval by the Board Chair and the Chair of the Operations Committee:

Chief Executive Officer	Chief Financial Officer
Chief Information Officer	Director of Operations
Director of Legal Services	Director of Policy
Director of Communications & Outreach	

PAY DAYS

The Exchange employees receive two paychecks each month: on the 15th for time worked the 1st through the 15th; and on the last day of each month for time worked the 16th through the end of the month. If a payday falls on a Saturday, Sunday, or holiday, you will be paid on the preceding business day. Please contact the Accounting Supervisor if you have any questions about your paycheck. (Temporary employees and Interns are paid in arrears for actual hours worked; hours worked 1st through 15th is paid on the end of the month payroll.)

WORK SCHEDULES AND HOURS

The normal Exchange workday will consist of eight hours with an unpaid meal period. Workday hours will vary between departments and will be assigned by the department manager based on business needs.

Because of the nature of our business, it is important that employee hours are scheduled in a manner as to provide for efficient and uninterrupted service. And while the Exchange recognizes that the importance of providing employees with a stable work schedule, our ability to do so depends on our business needs and conditions. Consequently, we reserve the right to modify schedules and hours of all or any part of our work force. All requests for variations to your schedule should be submitted to your department manager.

This Handbook is not intended to be a guarantee of employment for a specified number of hours per day, week, or month. It may be the case that employee hours may be reduced if management believes it is necessary due to lack of work, interruptions in workflow, or other business reasons.

Appendix B – Exchange Salary and Compensation Policies

NON-STANDARD WORK ARRANGEMENTS

The Exchange recognizes that with today's technology, it is possible to work from almost anywhere at any time. Whether involving working from home, a compressed work week, or other non-standard work arrangement of long or short duration, eligibility for such will be at the sole discretion of an employee's manager and the business needs of the Exchange. Any agreements to non-standard work arrangements are subject to change without notice.

LUNCH (MEAL PERIOD) AND REST PERIODS

The granting and entitlement to scheduled lunch and rest periods for non-exempt employees is required and protected under state and federal labor laws. To ensure compliance with these laws, non-exempt employees are expected to follow these guidelines or be subject to disciplinary action, up to and including termination. (While exempt employees are expected to take meal and rest breaks, they are not subject to state or federal regulatory oversight.)

Lunch (Meal Period)

Employees are entitled to unpaid meal periods of not less than 30 minutes, if they work shifts of six hours or more. Non-exempt employees must record the length of their meal period each day. Employees only working five-hour shifts are not required to take a meal period.

Rest Periods

Rest Periods are considered time worked and should adhere to the following guidelines:

- Employees are required to take a rest period of 15 minutes (paid time) for every segment of four hours-worked.
- Rest breaks generally can be taken on an informal basis throughout the day, although they may at times need to be scheduled due to the nature of the job.

REPORTING HOURS WORKED

The workweek is defined as 12:01 a.m. Sunday to 12:00 p.m. Saturday. Not reporting time worked or the falsifying of any time record is prohibited and may be grounds for disciplinary action, up to and including immediate termination.

Non-Exempt Reporting

Non-exempt employees are expected to report to the Accounting Supervisor hours worked for each semi-monthly pay period using the most current Finance time and attendance form. This reporting is required to satisfy state and federal laws, as well as to compute payroll information. Rest periods are considered time worked and should not be recorded.

Non-exempt employee wages will be based upon hours worked. Failure to report all hours worked may result in reduced pay for that pay period. Work time does not include meal periods. Any time not worked should be reported. Scheduled hours must be accounted for on the time and attendance form, with absences identified as either PTO, LWOP, Jury Duty, or Bereavement. All absences must match leave requested through the Employee Self Service leave system.

Appendix B – Exchange Salary and Compensation Policies

Exempt Reporting

Exempt employees are expected to request PTO, LWOP, Jury Duty, or Bereavement leave through the Employee Self Service leave system.

The Exchange has established a Time Certification process in support of federal regulation policies that require all staff working 100% of their time on a specific federal grant to “certify” their time. Exchange staff complete a Time Certification form, obtain supervisor/manager approval, and submit to the Controller on a quarterly bases.

OVERTIME PAY

Non-exempt employees are compensated for overtime in accordance with Federal and State regulations and are paid at the rate of one and one-half times their normal hourly rate of pay for any hours worked more than forty (40) hours in a workweek.

Non-exempt employees are required to seek pre-approval of all overtime hours. Employees are encouraged to review their timesheet periodically during the week and to let their manager know if they may incur overtime. Pay for holidays, vacations, and other time not worked will not count as “hours worked” for computing overtime.

Employee attendance at lectures, meetings, and internal training programs will be considered hours of work if management requires such attendance. *Voluntary* attendance at any training paid for by the Exchange is not paid time if taken outside of regular work hours.

We do not track hours for exempt employees, per the Fair Labor Standards Act (FLSA) they are paid for work performed. As an exempt employee, you may be expected to work more than your scheduled hours to fulfill your responsibilities. This includes working different hours or days than scheduled or working additional hours. Exempt employees are not eligible for overtime pay or compensatory time off.

CORRECTIONS TO PAY CHECK

If you have questions, or feel your paycheck is not accurate, promptly notify the Accounting Supervisor. By bringing corrections in payment of your wages to our attention as soon as possible, you will help us make sure you are promptly paid for all the work you perform.

DIRECT DEPOSIT

Employees are required to have payroll directly deposited to a financial institution. The first payroll after hire and the first payroll after a change of bank account will be by check while the bank information is verified. You may select multiple accounts of any combination of checking and savings accounts.

Appendix B – Exchange Salary and Compensation Policies

EMPLOYEE SELF SERVICE SYSTEM

We use the Employee Self Service system to enable employees to manage their personal information, payroll preferences and leave requests. You may change addresses and other contact information, emergency notification information, tax withholding allowances, and bank accounts, among others. You may monitor your PTO accruals, rate of pay, and print out your earnings statements through this system.

PAYROLL DEDUCTIONS

On each payday, your earnings statement showing gross pay, deductions, and net pay will be available to you electronically on Employee Self Service. Local, State, Federal, Social Security and Medicare taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or your written authorization. You may elect to have additional voluntary deductions taken from your pay only if you authorize the deductions in writing or electronically.

It is your responsibility to review this data for accuracy and to report errors to the Accounting Supervisor as soon as practical. The Exchange reserves the right to retro-actively correct errors upon discovery.

At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact the Accounting Supervisor.

GARNISHMENTS AND LEVIES

As provided by state and federal law, the Exchange is required to make deductions from your salary should a wage garnishment or levy be ordered against you by a court or governmental agency.

Please notify Human Resources if you become aware of a pending garnishment. No employee will be terminated because of the fact that his/her earnings have been subject to garnishments or levies for indebtedness.

SECTION 3: ATTENDANCE, HOLIDAYS & LEAVES OF ABSENCE

ATTENDANCE

Good attendance and punctuality are vital for efficient customer service and effective operation of the Exchange. Habitual absences are detrimental to the workplace. If you are unable to report to work at your designated time, will be late, or must leave early for any reason, you are expected to promptly notify your manager or other designated individual.

PAID TIME OFF (PTO)

The Exchange recognizes the importance of taking time away from work for rest and relaxation, or for personal reasons, such as personal or family illness, personal appointments or any reason you may need to be absent from your job. PTO is provided to all regular, full-time employees and is intended to be used at your discretion as needed.

Appendix B – Exchange Salary and Compensation Policies

Full-time employees accrue PTO according to the following schedule:

<u>Anniversary Date</u>	<u>Annual PTO – Days</u>	<u>Accrual Per Pay Period</u>
1st year	15 days	5 hours
2nd – 4th year	20 days	6.66 hours
5th year and beyond	25 days	8.33 hours

The Exchange asks that you provide your manager with as much advance notice as possible when scheduling PTO. There may be times when business demands are such that your manager may not be able to approve your requested time off.

While we encourage you to take time off, there may be circumstances when you want to carryover all or a portion of your annual accrual. The maximum PTO carryover allowable will be 320 hours.

PTO and Termination: Upon termination, the Exchange will reconcile your PTO and pay out any accrued but unused PTO or recover used but not yet accrued PTO.

There will be no PTO payouts if you terminate within the first 90-days of employment.

LEAVE DONATION PROGRAM

The Exchange recognizes that employees may have a personal or family medical emergency (*including women on Washington Pregnancy Disability Leave*) that causes a severe impact to them resulting in a need for additional time off in excess of their available PTO. To address this need all eligible employees will be allowed to donate PTO from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility: Employees who donate PTO must be employed with the Exchange for a minimum of one year.

Guidelines: Employees who would like to make a request to receive donated PTO from their co-workers must have a situation that meets the following criteria:

Family Health Related Emergency- Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

Employees who donate PTO from their unused balance must adhere to the following requirements:

Donation minimum- 4 hours

Donation maximum- You may donate no more than 50 % of your current balance. Your remaining balance must be at least 40 hours.

Appendix B – Exchange Salary and Compensation Policies

Note: Employees who donate time must have a minimum of 40 hours PTO balance remaining after donation to ensure they have time available should they experience their own personal need for time off. ***Employees cannot borrow against future PTO to donate.***

Employees who receive donated PTO may receive no more than 480 hours (12 weeks) within a rolling 12 month period.

Employees who are currently on an approved leave of absence cannot donate PTO.

Employees cannot donate leave to their immediate supervisor, department head or CEO.

Procedure

Employees who would like to make a request to receive donated PTO are required to complete a Donation of PTO Request Form which includes authorization to present their request to the employees of the Exchange for the sole purpose of soliciting donations.

Employees who wish to donate PTO to a co-worker in need must complete a Donation of PTO Form.

All forms should be returned to the Associate Director Human Resources.

- A. The donor's PTO balance will be adjusted according to the amount of PTO donated.
- B. The number of hours donated will be converted to dollars based on the donor's rate of pay, resulting in the \$PTO donated.
- C. The hours of PTO donated to the recipient is calculated by dividing the \$PTO donated by the recipient's rate of pay.
- D. The recipient's PTO balance will be adjusted according to quotient derived in "C" above.

Approval

Requests for donations of PTO must be approved by the employee's immediate supervisor and the Department Director, and recorded by Human Resources.

If the recipient employee has available PTO in their balance, this time will be used prior to any donated PTO.

Donated PTO may only be used for time off related to the approved request, and may not be converted to a lump-sum cash payout.

PTO donated that is in excess of the time off needed will be returned to the donor.

HOLIDAYS

All full-time employees are eligible for 10 paid holidays in each calendar year. (A paid holiday does NOT count as hours worked in calculating overtime.) The following are the Exchange's paid holidays: New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Veterans' Day; Thanksgiving, the day after Thanksgiving and Christmas.

Appendix B – Exchange Salary and Compensation Policies

Employees may request an accommodation for time off to observe a religious holiday which is not regularly observed by the Exchange holiday schedule. To the extent possible, the Exchange will make every effort to reasonably accommodate requests for religious accommodation. This evaluation will include business needs, previously scheduled time off and scheduled meetings within the department. Approved requests may be covered by either PTO or time off without pay.

SEVERE WEATHER

Severe weather is to be expected during the winter months. We understand that conditions can vary drastically from area to area. Please use your best judgment when considering driving during inclement weather conditions. Some employees may opt to use a PTO day or unpaid day off, or with manager's approval work from home. If extreme weather conditions require closing of the building, a message will be left on the severe weather line 360-688-7705.

Procedure

In cases of power outages or severe weather, Facilities Manager will make site visit about 4:30 a.m., assess our building's situation and advise the CEO, who will consult with members of the Leadership Team by phone prior to 5:00 a.m. for a determination.

If the Leadership Team decides to close the office or modify hours of operations, the CEO will advise Facilities Manager and activate phone tree². Managers will contact their staff via phone, email or text message.

Associate Director Human Resources will change the message on the Severe Weather Line¹ by no later than 5:00 a.m. and shall be updated periodically, as necessary under the circumstance.

1. Severe Weather Line

IT has set up a unique phone number 360-688-7705 for staff to call in to determine if the office is open. There will be a default message, "The office is open today." Associate Director Human Resources will have access to change the message to, "The office will be closed or change in business hours today *DATE* due to *REASON*," if needed.

2 Phone Tree

While the staff will be instructed to call the Severe Weather Line for instructions as to office closures, some managers may feel it necessary to speak directly with their staff and will activate their phone tree. If there is a "break" in the phone tree, call Associate Director Human Resources and he/she will handle the subordinate calls. If unavailable, call Human Resources Generalist.

PERSONAL LEAVES OF ABSENCE

Leaves of absence without pay for extraordinary circumstances may be granted to you if you are a regular, full-time employee and have had three months of continuous employment with the Exchange. The maximum duration of this leave is 90 consecutive calendar days. Such leave is granted in order to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence. You should be aware that, while we will make an

Appendix B – Exchange Salary and Compensation Policies

effort to hold your job open for you, we cannot guarantee that your position will be available at the end of the leave of absence.

Submit a request for leave of absence to your manager in writing at least 10 days prior to the start of the leave, whenever possible. Please notify your manager of your availability to return to work at least two weeks prior to the scheduled end of the leave.

In order to maintain your health insurance coverage on a personal leave of absence beyond the end of the month in which your leave begins, you will be responsible for the payment of the insurance premiums. The Accounting Supervisor will inform you of the details at the time of your leave. The Exchange reserves the right to refuse a leave of absence should business conditions dictate.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

A full-time, regular employee, who has been continuously employed with the Exchange throughout the past 12 months and who has worked 1,250 hours for the Exchange during that period, is eligible for an unpaid Family and Medical Leave of Absence (FMLA) for reason of the birth, adoption or foster placement of a child, a serious personal health condition, or for the purpose of caring for a parent, spouse or child who has a serious health problem. *Please see Appendix IV for the complete rules and regulations.*

MILITARY LEAVE: MILITARY FMLA, DEPLOYMENT LEAVE AND LEAVE OF ABSENCE

The Exchange is proud to have among its ranks employees who have faithfully served our country or have loved ones currently enlisted in one of our military's service branches.

Please see Appendix V for the complete rules and regulations.

BEREAVEMENT LEAVE

The Exchange will grant staff members up to three paid days of leave in the event of a death in the immediate family. Immediate family members are defined as: spouse, parent, child, sibling, grandchild and grandparent (includes in-law equivalents). Your manager may approve exceptions to this rule.

Additionally, the Exchange will provide one day of bereavement pay for the death of other family members including aunt, uncle, cousin, niece, or nephew. If needed, the employee may request PTO or unpaid leave for additional time taken.

CIVIL DUTY LEAVE: JURY DUTY/WITNESS APPEARANCE

Civil duty leave is paid leave granted to full-time employees to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties. You are eligible for civil leave immediately upon employment at the Exchange. You are generally not entitled to civil leave for civil legal actions that you initiate, or when named as a defendant in a private legal action that is unrelated to your Exchange employment.

Appendix B – Exchange Salary and Compensation Policies

In addition to your regular pay, you may retain any stipends or related compensation you receive while on civil duty. If you are called to serve on a jury, please notify your manager and provide a copy of your summons, so that necessary scheduling changes can be made. If warranted by emergent business demands, you may be asked to request a postponement of service.

DOMESTIC VIOLENCE /SEXUAL ASSAULT LEAVE

This leave is available to employees who are victims of domestic violence, sexual assault, or stalking. It is also available to employees with a family member (child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking.

JOB ABANDONMENT

If you are absent from work for three consecutive days without giving proper notice you may be considered as having voluntarily resigned. At that time, the Exchange will formally note the termination and advise you of the action by certified mail to your last known address.

SECTION 5: BENEFITS

The Exchange offers benefits which are part of your total compensation. Your benefits typically represent a significant percentage of your total compensation – over and above your regular pay. The benefits were designed to:

- Offer a competitive array of benefits to attract and retain the people who help the Exchange succeed now and in the future.
- Recognize differences in your benefits needs.
- Create a uniform benefits program across the organization.
- Make benefits available to every eligible employee, regardless of family status.

The existence of these benefits and plans, in and of themselves, does not signify that you will be employed for the requisite time necessary to qualify for these benefits and plans.

The insurance benefits currently in place as outlined in this section are subject to the terms and conditions found in the carriers' contracts. This is not an official summary plan description, which you should review for further information about your benefits. Copies of the summary plan description are available through Public Employees' Benefit Board (PEBB).

The Exchange reserves the right to modify, amend, or terminate its welfare and retirement benefits as they may apply to all current, former, and retired employees. The plan administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan terms.

Appendix B – Exchange Salary and Compensation Policies

HEALTH AND WELFARE BENEFITS

Full-time employees are eligible to receive medical, dental, life and disability insurance through the Exchange on the first of the month following the hire date. The Exchange will cover 85% of the employee medical, dental, and vision coverage. Dependents are covered at 75%. (Domestic partners are considered eligible dependents.) All premium payments will be through pre-tax payroll deduction.

Part-time employees, working at least 24 hours per week for a duration of at least six months, are eligible for medical, dental, and vision benefits. The Exchange will cover 85% of the employee medical, dental, and vision coverage. The employees must pay 100% of any premiums charged for dependents. (Domestic partners are considered eligible dependents.) All premium payments will be through pre-tax payroll deduction. More details can be found regarding eligibility on the Public Employee’s Benefit Board website at: <http://apps.leg.wa.gov/WAC/default.aspx?cite=182-12-114>

Initial Enrollment

Upon hire, you will be provided instructions on initial enrollment in our benefit plans, as well as a link to pertinent information and plan documents. If you need specific counsel prior to enrollment, please contact the Associate Director Human Resources to schedule an appointment.

Open Enrollment

Plan Year runs January 1 through December 31. Within the last quarter of the calendar year, you will receive information regarding open enrollment which allows you to make changes to your benefit plans and covered dependents, without the necessity of a “qualifying event.”

Making Changes Mid-Plan Year – “Qualifying Event” Required

As our health and welfare plans are qualified under Section 125, mid-term changes to plan elections are only allowed if there is a “qualifying event” as defined in the table below:

Reasons for Status Change	Medical, Dental and Vision Coverage	Voluntary Life or AD&D
Gain Dependent <ul style="list-style-type: none">• Marriage	May add dependent coverage	May add dependent coverage
Gain Dependent(s) <ul style="list-style-type: none">• Birth/adoption• Newly eligible stepchildren	May add dependent coverage	May add dependent coverage
Lose Dependent(s) <ul style="list-style-type: none">• Divorce• Death• Child(ren) no longer eligible	Coverage for the “lost dependent” will end the last day of the month in which status changes; may be eligible for COBRA coverage	Coverage for the “lost dependent” will end the last day of the month in which status changes.

Appendix B – Exchange Salary and Compensation Policies

Reasons for Status Change	Medical, Dental and Vision Coverage	Voluntary Life or AD&D
Transfer from full-time to part time	Coverage ends the last day of the month in which status changes; may be eligible for COBRA coverage	Coverage ends of the last day of the month in which status changes; may be eligible for a portability plan
Spouse enrolls in Medicare	May delete spouse.	No change
Gain or loss of spouse's employment that results in gain or loss of medical coverage	May delete or add spouse and eligible dependents on medical coverage only	No change
Employment Ends	Coverage ends the last day of the month in which employment ends; may be eligible for COBRA coverage.	Coverage ends on the last day of the month in which employment ends; may convert to an individual plan

Please note, you must notify the Accounting Supervisor within 30 days of the eligible family status change or wait until the next open enrollment opportunity. *It is your responsibility to enroll in a timely manner.*

Life insurance and AD&D changes may be allowable mid-term, subject to underwriting by the carrier. Voluntary life, AD&D and LTD coverage may be dropped at ANY time.

Beneficiary changes may be made at any time.

RETIREMENT BENEFITS

As an Exchange employee you are eligible for retirement benefits administered by the Department of Retirement Systems (DRS) and the Public Employees Retirement System (PERS). You may also participate in the Washington State Deferred Compensation Program (DCP), a voluntary retirement savings. For details, please see DRS website at <http://www.drs.wa.gov/publications/member>.

FLEXIBLE BENEFITS PLAN

The Exchange has a Flexible Benefits Plan that allows eligible employees to select among three non-taxable benefits: Premium Payment Program, Flexible Spending Account and/or Dependent Care Assistant Program.

When you use programs in the Flexible Benefits Plan, your income tax withholding and FICA payments are calculated after your payments to the Plan are deducted from your paycheck. Since the money you put into the Plan is pretax, one dollar's worth of Flexible Benefits Plan contribution buys you one dollar's worth of benefits. If you have to buy the same benefits outside the Plan, the taxes taken out of your pay would reduce your buying power.

Appendix B – Exchange Salary and Compensation Policies

Premium Payment Program

You are automatically enrolled in the Premium Payment Program which allows you to pay your share of the medical/vision/dental insurance premiums for you and eligible dependents with pretax dollars.

Flexible Spending Account

The Flexible Spending Account (FSA) allows you to set aside money from each paycheck – before taxes – to pay for out-of-pocket health expenses. This reduces both your annual taxable income and the amount you pay for out-of-pocket health expenses such as co-payments, deductibles and coinsurance. New employees must enroll within the first 31 days of hire or wait until the next open enrollment opportunity. Current employees must enroll by the end of the annual open enrollment period. See the Human Resources department for enrollment form and details on contribution limits.

Dependent Care Assistance Program

The Dependent Care Assistance Program (DCAP) can be used to care for children under age 13 or adult care for a disabled spouse or dependent, if such care is necessary in order for you to work. New employees must enroll within the first 31 days of hire or wait until the next open enrollment opportunity. Current employees must enroll by the end of the annual open enrollment period. See the Human Resources department for enrollment form and contribution limits.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Your medical and dental coverage will end at midnight on the last day of the month in which you end employment at the Exchange provided you were paid for at least eight hours during the month. If you lose eligibility to participate in an Exchange-sponsored medical or dental plan due to separation of employment or another qualifying event as described in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), you may be able to continue participation in group coverage on a self-paid basis.

Please contact HCA/PEBB for full details regarding COBRA eligibility.

ERISA

The provisions of the Employee Retirement Income Security Act of 1974 (ERISA) cover many of the Exchange's benefits. This federal law governs the operation of employee benefit plans. It is important that all employees understand some of the provisions of this Act, since they can be affected.

One of ERISA's requirements is that all employees receive an understandable description of the plan called a "Summary Plan Description" (SPD). As a participant in an ERISA-covered plan, an employee is entitled to certain rights and protections. ERISA provides that all plan participants are entitled to examine free of charge, all plan documents, including insurance contracts and copies of all reports filed by the plan with the U.S. Department of Labor, such as detailed annual reports and summary plan descriptions.

Appendix B – Exchange Salary and Compensation Policies

If you have any questions about your rights under ERISA, you should contact the Public Employee's Benefits Board (PEBB) or the Division of Retirement Services (DRS).

COMMUTE TRIP REDUCTION PLAN (CTR)

The Exchange implemented a Commute Trip Reduction Plan in compliance with Washington's CTR Law aimed at reducing traffic congestion, air pollution and dependence on foreign oil. The law requires public and private employers in the nine most populated counties that have 100 or more employees in a single worksite to implement a program designed to reduce the number of drive-alone vehicles commuting to the worksite. (For details, please refer to the complete CTR Plan on SharePoint.)

CTR Program Elements:

1. Provisions for Bus, Mass Transit or Public Sponsored Vanpool

- Non-taxable subsidies (actual cost of monthly pass or vanpool fare, up to a maximum of \$100 monthly). Employees who receive bus/mass transit subsidies are not eligible for reserved parking. Non-taxable subsidies are paid by submitting receipts in a timely basis using the Employee Expense Reimbursement process through Accounts Payable.
- Guaranteed Ride Home (Intercity Vanpools only) -- Employees who must leave early due to a personal emergency, get a free taxi ride home.

2. Provisions for carpooling and private vanpooling:

- Preferential reserved parking for carpools/vanpools (high occupancy vehicles, 2 or more FTEs).
- Referral to commuter ride matching services to facilitate employee ridesharing for commute trips.

3. Provisions for bicycling:

- Designated area in the Cedars Parking Garage for securing bicycles ridden to work;
- Showers available; and

4. Provisions for walking:

- Showers available

EDUCATIONAL ASSISTANCE

The Exchange's employees are its most valuable and critical resource in improving and sustaining organizational effectiveness. The process of continuous individual and organizational learning and development will improve Exchange's effectiveness in competing in an ever-changing marketplace. Building organizational effectiveness through the continuous development of employees is an important business imperative and a performance objective for all employees.

The Exchange provides periodic courses and training seminars for its employees. The courses and training seminars are specifically designed to cover policies and procedures. As a result, employee attendance is imperative.

Appendix B – Exchange Salary and Compensation Policies

Tuition Assistance

Full-time employees are also eligible for tuition assistance when within budget guidelines and approved by department director. Prior management approval is required.

Covered Expenses – Tuition Assistance

Eligible expenses include tuition, books and applicable fees. Reimbursement is made upon receipt of proof of satisfactory completion (grade C or better, completion certificate, or appropriate license). You may choose from a wide range of studies including, but not limited to, conferences, workshops, seminars, classes offered through local universities, community colleges and technical schools. Reimbursement is limited to one course per semester, quarter, or term. Only course work or programs that apply to your position or approved career development will qualify for coverage.

Procedures and Approval

A Tuition Assistance Request form with a cost estimate must be submitted to the employee's supervisor for approval. (Forms may be obtained from the human resources department.) The supervisor should assess the cost, taking into account the employee's current and future assignments and potential impact on the employee's work responsibilities. The request requires the concurrence of the department director and human resources department.

The employee should initiate the approval process prior to enrolling in the course. Reimbursement is conditioned upon "satisfactory completion" or a grade of at least a "C". Reimbursable expenses will be reimbursed via expense account.

These benefits are considered a tax-free working condition fringe benefit under IRC section 127 and are subject to an annual limitation of \$5,250.

Continuing Education Assistance

The Exchange supports self-development and educational efforts by providing reimbursements for many of the expenses associated with continuing education courses. All full-time, regular employees are eligible for benefits under this policy.

Covered Expenses - Certification

The program will cover professional certification or license examinations at 100 percent provided it is related to the employee's current position. Requests must be approved by the immediate supervisor and the human resources department.

The Company will reimburse annual registration or licensing fees required to maintain state, regulatory certification such as the certified public accountant, professional human resources, attorney, etc., provided it is related to the employee's current position. The Company will also reimburse annual professional membership dues (e.g.: CPA Society, Society of Human Resources Management), provided it is related to the employee's current position. With their supervisor's approval, employees may sit for professional certification and/or licensing examinations during work hours without reporting paid time off or leave without pay.

Appendix B – Exchange Salary and Compensation Policies

Covered Expenses - Conferences

The Exchange may also pay 100 percent of registration fees to seminars, conferences or workshops, if within budgetary guidelines and approved by department director and is related to the employee's current position. Requests must be approved by the immediate supervisor and the human resources department.

Any related travel expenses will be reimbursed per Exchange Travel policy. With their supervisor's approval, employees may sit for professional certification and/or licensing examinations during work hours without reporting paid time off or leave without pay. Any time taken in excess of the allowed time shall be reported as vacation.

Procedures and Approval

A Continuing Education Assistance Request form with a cost estimate must be submitted to the employee's supervisor for approval. (Forms may be obtained from the human resources department.) The supervisor should assess the cost, taking into account the employee's current and future assignments and potential impact on the employee's work responsibilities. The request requires the concurrence of the department director and human resources department.

The employee should initiate the approval process prior to enrolling in the continuing education course or conference. Reimbursable expenses will be reimbursed via expense account. These benefits are considered a tax-free working condition fringe benefit under IRC section 132(d). In order to maintain the tax-free status, the purpose of the expense must be to maintain or improve job skills or meet requirements for the employee to remain in his or her current position.

EMPLOYEE ASSISTANCE PLAN

An Employee Assistance Plan provides *confidential* referrals and short-term counseling for employees and members of their household who have emergent and/or ongoing needs for emotional/behavioral counseling/intervention, or referrals to resources to resolve legal, financial or family issues. EAPs also provide support to WAHBE management for mandatory employee referrals and onsite trauma/incident response. **FIRST CHOICE HEALTH** is our EAP provider. Their phone number is 800-777-4114.

EMPLOYEE PARKING POLICY (revised June 2015)

To allocate available office building parking spaces to employees in a fair and consistent manner, taking into consideration the business needs of the organization. Parking in the Cedars Building Garage and Overflow Parking Lot will be reserved and available parking spaces will be allocated as follows:

- WAHBE Leadership Team Members;
- Carpools/Vanpools, comprised of two or more full-time WAHBE staff members;
- Full time employees, other than those listed above, in seniority order based upon date of hire to full-time employment;
- Full-time employees who typically drive to Cedars Building at least 20 days per month;
and

Appendix B – Exchange Salary and Compensation Policies

- Employees with valid state issued permits for the disabled, or those with ADA/FMLA accommodation requests from their medical provider, will be provided appropriate parking regardless of seniority.

A waiting list will be maintained in order of seniority and employees will be notified once a reserved space becomes available. Contractors are not eligible for reserved parking in the Cedars Building Garage or Overflow Parking Lot.

Reserved parking spaces in the Cedars Building Garage and Overflow Parking Lot are the property of WAHBE, not the assigned employee's. Employees are encouraged to let colleagues know of any planned absences so their space can be used during that time, please advise the Receptionist in such cases to ensure Facilities is aware of the temporary assignment. Any bartering or renting of reserved parking space for personal gain is strictly prohibited and may result in rescission of reserved parking rights and other disciplinary action up to and including termination.

WAHBE has also leased 50 parking spaces at the lot at Legion & Jefferson. These spaces are not reserved and available to WAHBE employees, contractors and visitors.

Employees are expected to follow posted speed limits while in the parking garage and lots. Employees who fail to do so may be subject to discipline including the loss of a space, if appropriate.

Vehicles without valid permits may be towed at the owner's risk and expense.

WAHBE reserves the right to change this policy as required to meet emergent needs of the organization

Appendix C – Monthly Financial Report



Revenue

SFY 2016 Budget *														SFY 2016	SFY 2017	2015-17 Total
Revenue Source	Beginning Balance	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total	Total	Total
State 17T	-	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	2,359,833	28,318,000	30,251,000	58,569,000
General Fund-Federal (Medicaid)	-	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	22,692,000	17,735,000	40,427,000
General Fund-State	-	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	5,872,000	5,146,000	11,018,000
Sub-total	-	4,705,583	56,882,000	53,132,000	110,014,000											
Level II	2,100,000													2,100,000	-	2,100,000
Level I-B	4,920,842													4,920,842	-	4,920,842
Level I-C	22,502,000													22,502,000	-	22,502,000
Federal Grants Sub-total	29,522,842	-	-	-	-	-	-	-	-	-	-	-	-	29,522,842	-	29,522,842
Total Revenue ^	29,522,842	4,705,583	86,404,842	53,132,000	139,536,842											

SFY 2016 YTD Actuals and Projections														SFY 2016	SFY 2017	2015-17 Total
Revenue Source	Beginning Balance	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total	Total	Total
State 17T	6,854,933	1,971,022	-	2,853,219	1,909,547	-	2,853,219	1,700,690	-	2,100,294	3,134,490	-	5,824,137	29,201,551	30,251,000	59,452,551
2% Premium Assessment Fee	-	1,971,022	-	2,853,219	-	-	2,853,219	-	-	2,100,294	-	-	5,824,137	-	-	-
General Fund-Federal (Medicaid)	-	1,409,569	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	1,856,417	2,271,413	22,245,152	17,735,000	39,980,152
General Fund-State	-	581,211	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,333	489,337	5,963,878	5,146,000	11,109,878
Sub-total	6,854,933	3,961,802	2,345,750	5,198,969	4,255,297	2,345,750	5,198,969	4,046,440	2,345,750	4,446,044	5,480,240	2,345,750	8,584,887	57,410,581	53,132,000	110,542,581
Level II >	4,977,974													4,977,974	-	4,977,974
Level I-B	3,047,950													3,047,950	-	3,047,950
Level I-C	22,502,000													22,502,000	-	22,502,000
Federal Grants Sub-total	30,527,924	-	-	-	-	-	-	-	-	-	-	-	-	30,527,924	-	30,527,924
Total Revenue ^	37,382,857	3,961,802	2,345,750	5,198,969	4,255,297	2,345,750	5,198,969	4,046,440	2,345,750	4,446,044	5,480,240	2,345,750	8,584,887	87,938,505	53,132,000	141,070,505

SFY 2016 Variance														SFY 2016	SFY 2017	2015-17 Total
Revenue Source	Beginning Balance	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total	Total	Total
State 17T	6,854,933	(388,811)	(2,359,833)	493,386	(450,286)	(2,359,833)	493,386	(659,143)	(2,359,833)	(259,539)	774,657	(2,359,833)	3,464,300	883,551	-	883,551
General Fund-Federal (Medicaid)	-	(446,848)	-	-	-	-	-	-	-	-	-	-	-	(446,848)	-	(446,848)
General Fund-State	-	91,878	-	-	-	-	-	-	-	-	-	-	-	91,878	-	91,878
Sub-total	6,854,933	(743,781)	(2,359,833)	493,386	(450,286)	(2,359,833)	493,386	(659,143)	(2,359,833)	(259,539)	774,657	(2,359,833)	3,464,300	528,581	-	528,581
Level II	2,877,974													-	-	-
Level I-B	(1,872,892)													-	-	-
Level I-C	-													-	-	-
Federal Grants Sub-total	1,005,082	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	7,860,015	(743,781)	(2,359,833)	493,386	(450,286)	(2,359,833)	493,386	(659,143)	(2,359,833)	(259,539)	774,657	(2,359,833)	3,464,300	528,581	-	528,581

Notes:

* Appropriated budget for GF-Federal and GF-State; 17 T includes adjustments by fiscal year. Non-appropriated funds not rounded, reflect legislative back-up.

^ Numbers reflect actuals and accruals

July Medicaid and State match are accrued for July and, per the SLA, invoiced to HCA at the end of August. Reimbursement should be received in September.

> The non-appropriated Level II grant carry over is higher than anticipated due to delays in paying Deloitte holdback expenditures of \$2,886,677. These costs will be paid in SFY 2016.

Appendix C – Monthly Financial Report



Summary - All Funds

Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2017	2015-17 Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget	
FTE Total	138.0	143.0	5.0	3%	138.0	143.0	5.0	3%	143.0	125.0	134.0
FTE - Appropriated	121.0	125.0	4.0	3%	121.0	125.0	4.0	3%	125.0	125.0	125.0
FTE - Grant Funded	17.0	18.0	1.0	6%	17.0	18.0	1.0	6%	18.0	-	9.0
Administrative	\$ 1,432,311	\$ 1,766,196	\$ 333,885	19%	\$ 1,432,311	\$ 1,766,196	\$ 333,885	19%	\$ 17,880,089	\$ 15,882,054	\$ 33,762,144
Salaries & Benefits	1,113,346	1,187,548	74,202	6%	1,113,346	1,187,548	74,202	6%	12,698,279	12,665,253	25,363,532
General & Administrative	229,265	426,734	197,469	46%	229,265	426,734	197,469	46%	3,888,343	1,938,343	5,826,687
Facility & Related	89,699	151,913	62,214	41%	89,699	151,913	62,214	41%	1,293,467	1,278,458	2,571,925
Operational	\$ 2,659,016	\$ 2,999,105	\$ 340,089	11%	\$ 2,659,016	\$ 2,999,105	\$ 340,089	11%	\$ 32,748,034	\$ 30,946,611	\$ 63,694,646
Operations - Consumer Support	1,338,241	1,311,235	(27,006)	-2%	1,338,241	1,311,235	(27,006)	-2%	16,615,963	14,663,539	31,279,502
IT Maintenance & Operations	962,946	1,391,370	428,424	31%	962,946	1,391,370	428,424	31%	11,303,203	11,303,203	22,606,407
Outreach/Education	357,828	296,500	(61,328)	-21%	357,828	296,500	(61,328)	-21%	4,828,868	4,979,869	9,808,737
Professional Services	\$ 223,990	\$ 564,005	\$ 340,015	60%	\$ 223,990	\$ 564,005	\$ 340,015	60%	\$ 3,856,665	\$ 2,516,929	\$ 6,373,594
IT Modifications	\$ 2,442,794	\$ 2,209,040	\$ (233,754)	-11%	\$ 2,442,794	\$ 2,209,040	\$ (233,754)	-11%	\$ 30,374,015	\$ 5,330,444	\$ 35,704,459
Non Deloitte	914,996	1,009,040	94,044	9%	914,996	1,009,040	94,044	9%	9,685,217	2,184,445	11,869,662
Deloitte	1,527,798	1,200,000	(327,798)	-27%	1,527,798	1,200,000	(327,798)	-27%	20,688,799	3,145,999	23,834,797
Total Expenditures	\$ 6,758,110	\$ 7,538,345	\$ 780,235	10%	\$ 6,758,110	\$ 7,538,345	\$ 780,235	10%	\$ 84,858,804	\$ 54,676,038	\$ 139,534,842

Appendix C – Monthly Financial Report

Expenditures		Current Month: July 2016				Year-to-Date				SFY2016	SFY2017	2015-17
		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget	Budget
FTE - Appropriated		121.0	125.0	4.0	3%	121.0	125.0	4.0	3%	125.0	125.0	125.0
Administrative		1,124,754	1,354,209	229,455	17%	1,124,754	1,354,209	229,455	17%	15,930,089	15,882,054	31,812,143
Salaries & Benefits		1,020,637	1,074,687	54,050	5%	1,020,637	1,074,687	54,050	5%	12,698,279	12,665,253	25,363,531
General & Administrative		45,441	171,734	126,293	74%	45,441	171,734	126,293	74%	1,938,343	1,938,343	3,876,687
Facility & Related		58,676	107,788	49,112	46%	58,676	107,788	49,112	46%	1,293,467	1,278,458	2,571,925
Operational		2,147,209	2,359,537	212,328	9%	2,147,209	2,359,537	212,328	9%	29,777,192	30,946,611	60,723,804
Operations - Consumer Support		990,653	831,667	(158,986)	-19%	990,653	831,667	(158,986)	-19%	13,870,121	14,663,539	28,533,660
IT Maintenance & Operations		962,946	1,391,370	428,424	31%	962,946	1,391,370	428,424	31%	11,303,203	11,303,203	22,606,407
Outreach/Education		193,610	136,500	(57,110)	-42%	193,610	136,500	(57,110)	-42%	4,603,868	4,979,869	9,583,737
Professional Services		152,941	222,338	69,397	31%	152,941	222,338	69,397	31%	1,756,665	2,516,929	4,273,594
IT Modifications		-	209,040	209,040	100%	-	209,040	209,040	100%	7,872,015	5,330,444	13,202,459
Non Deloitte		-	209,040	209,040	100%	-	209,040	209,040	100%	2,946,917	2,184,445	5,131,362
Deloitte		-	-	-	0%	-	-	-	0%	4,925,099	3,145,999	8,071,097
Total Expenditures		\$ 3,424,905	\$ 4,145,124	\$ 720,220	17%	\$ 3,424,905	\$ 4,145,124	\$ 720,220	17%	\$55,335,961	\$54,676,038	\$110,012,000

Appendix C – Monthly Financial Report

											
Appropriated Administrative Expenses											
Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2017	2015-17
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget	Budget
Salaries and Benefits	1,020,637	1,074,687	54,050	5%	1,020,637	1,074,687	54,050	5%	12,698,279	12,665,254	25,363,533
General & Administrative											
Supplies	7,934	6,250	(1,684)	-27%	7,934	6,250	(1,684)	-27%	75,000	75,000	150,000
Equipment	8,900	20,833	11,933	57%	8,900	20,833	11,933	57%	250,000	250,000	500,000
Travel	10,536	12,446	1,910	15%	10,536	12,446	1,910	15%	175,000	175,000	350,000
Board Related Expenses	9,624	2,683	(6,941)	-259%	9,624	2,683	(6,941)	-259%	32,192	32,192	64,383
Printing & Postage	-	51,695	51,695	100%	-	51,695	51,695	100%	620,343	620,343	1,240,686
Insurance	-	42,000	42,000	100%	-	42,000	42,000	100%	302,618	302,618	605,235
Staff Training & Certification	-	5,000	5,000	100%	-	5,000	5,000	100%	113,275	113,275	226,550
Bank Fees	-	-	-	0%	-	-	-	0%	-	-	-
Other - Administrative	8,446	30,826	22,380	73%	8,446	30,826	22,380	73%	369,916	369,916	739,833
Total	45,441	171,734	126,293	74%	45,441	171,734	126,293	74%	1,938,343	1,938,343	3,876,687
Facility Related											
Rent & Parking	1,600	69,329	67,729	98%	1,600	69,329	67,729	98%	831,952	793,481	1,625,433
Furniture & Equipment	-	2,083	2,083	100%	-	2,083	2,083	100%	25,000	25,000	50,000
Building Repairs & Maintenance	8,224	3,125	(5,099)	-163%	8,224	3,125	(5,099)	-163%	37,500	37,500	75,000
Other (Security, Janitorial & Utilities)	48,852	33,251	(15,601)	-47%	48,852	33,251	(15,601)	-47%	399,015	422,477	821,492
Total	58,676	107,788	49,112	46%	58,676	107,788	49,112	46%	1,293,467	1,278,458	2,571,925
Grand Total	1,124,754	1,354,209	229,455	17%	1,124,754	1,354,209	229,455	17%	15,930,089	15,882,055	31,812,145

Notes:

Supplies - Includes \$5,000 of SFY2015 expenditures

Board Related Expenses - Include \$9,500 of SFY2015 expenditures with \$4,500 for the offsite Board meeting in June

Rent & Parking - July rent and parking was paid in June 2015

Building Repairs & Maintenance - Includes \$6,000 of SFY2015 expenses

Other - Includes \$10,000 of SFY2015 expenditures. Many utilities are paid the prior to service. July includes July and August utility expenditures

Appendix C – Monthly Financial Report

											
Appropriated Operational Expenses											
Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2017	2015-17
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget	Budget
Operations - Consumer Support											
Call Center	716,835	784,468	67,633	9%	716,835	784,468	67,633	9%	11,411,873	11,393,843	22,805,716
Postage & Printing	-	-	-	0%	-	-	-	0%	1,751,858	2,563,306	4,315,164
Document Imaging	257,672	39,455	(218,217)	-553%	257,672	39,455	(218,217)	-553%	590,494	590,494	1,180,988
Other (translation services, temp staff)	-	7,744	7,744	100%	-	7,744	7,744	100%	115,896	115,896	231,792
HCA Direct	16,146	-	(16,146)	0%	16,146	-	(16,146)	0%	-	-	-
Total	990,653	831,667	(158,986)	-19%	990,653	831,667	(158,986)	-19%	13,870,121	14,663,539	28,533,660
IT Maintenance & Operations											
Healthplanfinder M&O/License Fee	594,619	594,522	(97)	0%	594,619	594,522	(97)	0%	7,134,264	7,134,264	14,268,528
Licenses Fees, Security & Plan Management	59,913	428,006	368,093	86%	59,913	428,006	368,093	86%	2,693,570	2,693,570	5,387,141
Eligibility System M&O	231,847	325,000	93,153	29%	231,847	325,000	93,153	29%	1,300,000	1,300,000	2,600,000
Healthplanfinder M&O/Contractors	34,088	-	(34,088)	0%	34,088	-	(34,088)	0%	-	-	-
Non-Healthplanfinder M&O	42,479	43,842	1,363	3%	42,479	43,842	1,363	3%	175,369	175,369	350,738
Total	962,946	1,391,370	428,424	31%	962,946	1,391,370	428,424	31%	11,303,203	11,303,203	22,606,407
Outreach/Education											
Marketing & Outreach	21,038	25,000	3,962	16%	21,038	25,000	3,962	16%	1,525,000	1,500,000	3,025,000
IPA/Navigators	172,571	102,500	(70,071)	-68%	172,571	102,500	(70,071)	-68%	2,877,000	3,280,000	6,157,000
SHOP Broker Support & Training	-	9,000	9,000	100%	-	9,000	9,000	100%	201,868	199,869	401,737
Total	193,610	136,500	(57,110)	-42%	193,610	136,500	(57,110)	-42%	4,603,868	4,979,869	9,583,737
Grand Total	2,147,209	2,359,537	212,328	9%	2,147,209	2,359,537	212,328	9%	29,777,192	30,946,611	60,723,804

Notes:

Document Imaging - Includes \$198,672 in expenditures from SFY2015

HCA Direct - HCA has been invoiced for these costs when funds are received, expenses will zero out

License Fees - Quarterly Payment (32K/mo) - paid through August

Healthplanfinder M&O Contractors - There is no budget to use contractors instead of FTE for maintenance & operations support of the Healthplanfinder (HPF)

IPA/Navigators - Includes \$90,000 of SFY2015 expenditures

Appendix C – Monthly Financial Report



Appropriated Professional Service Expenses

Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2016	2015-17
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget	Budget
Consulting & Professional Service											
Actuarial	28,916	27,500	(1,416)	-5%	28,916	27,500	(1,416)	-5%	110,000	110,000	220,000
Appeals Administrative Hearings	3,490	4,736	1,246	26%	3,490	4,736	1,246	26%	72,619	72,619	145,238
Outside Legal Counsel	13,428	4,736	(8,693)	-184%	13,428	4,736	(8,693)	-184%	72,619	72,619	145,238
Financial Consulting & Audits	84,141	180,367	96,225	53%	84,141	180,367	96,225	53%	1,367,927	481,451	1,849,378
Other Consulting	22,965	5,000	(17,965)	-359%	22,965	5,000	(17,965)	-359%	133,500	1,780,240	1,913,740
Total	152,941	222,338	69,397	31%	152,941	222,338	69,397	31%	1,756,665	2,516,929	4,273,594
Grand Total	152,941	222,338	69,397	31%	152,941	222,338	69,397	31%	1,756,665	2,516,929	4,273,594

Notes:

Outside Legal Counsel - \$10,000 of services were preformed in SFY2015

Other Consulting - \$20,000 of services were performed in SFY2015

Appendix C – Monthly Financial Report

											
Appropriated IT Modification Expenses											
Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2017	2015-17
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget	Budget
IT Modifications											
Annual Update of HPF Plans	-	209,040	209,040	100%	-	209,040	209,040	100%	836,160	836,160	1,672,320
Version Release 3.0 & 3.1 (NON Deloitte)											
Project Management	-	-	-	0%	-	-	-	0%	422,151	269,657	691,808
UAT	-	-	-	0%	-	-	-	0%	633,227	404,486	1,037,713
Technical Services	-	-	-	0%	-	-	-	0%	633,227	404,486	1,037,713
Other (non contractor services)	-	-	-	0%	-	-	-	0%	422,151	269,657	691,808
	-	209,040	209,040	100%	-	209,040	209,040	100%	2,110,757	1,348,285	3,459,042
Deloitte											
Premium Aggregation	-	-	-	0%	-	-	-	0%	1,544,799	-	1,544,799
Release 3.1	-	-	-	0%	-	-	-	0%	3,380,300	-	3,380,300
Compliance/Regulatory	-	-	-	0%	-	-	-	0%	-	3,145,999	3,145,999
MPS - Direct to HCA	-	-	-	0%	-	-	-	0%	-	-	-
MPS - HCA Reimbursements	-	-	-	0%	-	-	-	0%	-	-	-
Other (accrual reversals/corrections)	-	-	-	0%	-	-	-	0%	-	-	-
	-	-	-	0%	-	-	-	0%	4,925,099	3,145,999	8,071,097
Grand Total	-	209,040	209,040	100%	-	209,040	209,040	100%	7,872,015	5,330,444	13,202,459

Notes:

Annual Update of HPF Plans (eHealth) - Historically HBE has paid for this update in July but HBE has yet to receive the invoice. HBE expects this to be paid in August or September.

Appendix C – Monthly Financial Report



Non-Appropriated Grant Summary

Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2016
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget *	Budget *
FTE - Grant Funded	17.0	18.0	1.0	6%	17.0	18.0	1.0	6%	18.0	-
Administrative	307,557	411,987	104,430	25%	307,557	411,987	104,430	25%	1,950,000	-
Salaries & Benefits	92,709	112,861	20,153	18%	92,709	112,861	20,153	18%	-	-
General & Administrative	183,825	255,000	71,175	28%	183,825	255,000	71,175	28%	1,950,000	-
Facility & Related	31,023	44,125	13,102	30%	31,023	44,125	13,102	30%	-	-
Operational	511,807	639,568	127,761	20%	511,807	639,568	127,761	20%	2,970,842	-
Operations - Consumer Support	347,588	479,568	131,980	28%	347,588	479,568	131,980	28%	2,745,842	-
IT Maintenance & Operations	-	-	-	0%	-	-	-	0%	-	-
Outreach/Education	164,218	160,000	(4,218)	-3%	164,218	160,000	(4,218)	-3%	225,000	-
Professional Services	71,049	341,667	270,618	79%	71,049	341,667	270,618	79%	2,100,000	-
IT Modifications	2,442,794	2,000,000	(442,794)	-22%	2,442,794	2,000,000	(442,794)	-22%	22,502,000	-
Non Deloitte	914,996	800,000	(114,996)	-14%	914,996	800,000	(114,996)	-14%	6,738,300	-
Deloitte	1,527,798	1,200,000	(327,798)	-27%	1,527,798	1,200,000	(327,798)	-27%	15,763,700	-
Total Expenditures	\$ 3,333,206	\$ 3,393,221	\$ 60,016	2%	\$ 3,333,206	\$ 3,393,221	\$ 60,016	2%	\$ 29,522,842	\$ -

Notes:

* Includes only Grant funds from the Level 1B, Level 1C and Level 2 grants

Project and temporary staff expenses for the plan year 2015 and PAR clean up were not include in the \$139.5M budget as this work was expected to be completed by August 31, 2015. New completion date is 12/31 2015.

Appendix C – Monthly Financial Report

										
Non-Appropriated Grant Administrative Expenses										
Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2016
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget
Salaries and Benefits	92,709	112,861	20,153	18%	92,709	112,861	20,153	18%	-	-
General & Administrative										
Supplies	-	-	-	0%	-	-	-	0%		
Equipment	-	-	-	0%	-	-	-	0%		
Travel	-	-	-	0%	-	-	-	0%		
Board Related Expenses	-	-	-	0%	-	-	-	0%		
Printing & Postage	-	-	-	0%	-	-	-	0%		
Insurance	-	-	-	0%	-	-	-	0%		
Staff Training & Certification	-	-	-	0%	-	-	-	0%		
Bank Fees	180,564	250,000	69,436	28%	180,564	250,000	69,436	28%	1,950,000	-
Other - Administrative	3,260	5,000	1,740	35%	3,260	5,000	1,740	35%	-	-
Total	183,825	255,000	71,175	28%	183,825	255,000	71,175	28%	1,950,000	-
Facility Related										
Rent & Parking	25,520	28,146	2,627	9%	25,520	28,146	2,627	9%	-	-
Furniture & Equipment	-	-	-	0%	-	-	-	0%		-
Building Repairs & Maintenance	-	-	-	0%	-	-	-	0%		-
Other (Security, Janitorial & Utilities)	5,504	15,979	10,476	66%	5,504	15,979	10,476	66%	-	-
Total	31,023	44,125	13,102	30%	31,023	44,125	13,102	30%	-	-
Grand Total	307,557	411,987	104,430	25%	307,557	411,987	104,430	25%	1,950,000	-

Notes:

Salaries and Benefits expenses are for project staff working on the plan year 2015 and PAR clean up. Expenses are expected to cease December 31, 2015. Funding comes from the Level 1B grant. Facility Related expenses are for costs associated with project and temporary staff that are currently housed at 521 Capital Way until December 31, 2015. Funding comes from the Level 1B grant. Capital Way lease notice given with vacancy expected by 3/15/2015. Funding in operating budget after 12/31/2015.

Appendix C – Monthly Financial Report



Non-appropriated Operational Expenses

Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2016
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget
Operations - Consumer Support										
Call Center	80,907	100,000	19,093	19%	80,907	100,000	19,093	19%	1,825,221	-
Postage & Printing	266,271	178,568	(87,703)	-49%	266,271	178,568	(87,703)	-49%	920,621	-
Document Imaging	(215,948)	-	215,948	0%	(215,948)	-	215,948	0%	-	-
Other (translation services, temp staff)	200,212	201,000	788	0%	200,212	201,000	788	0%	-	-
HCA Direct	16,146	-	(16,146)	0%	16,146	-	(16,146)	0%	-	-
Total	347,588	479,568	131,980	28%	347,588	479,568	131,980	28%	2,745,842	-
IT Maintenance & Operations										
Healthplanfinder M&O/License Fee	-	-	-	0%	-	-	-	0%	-	-
Licenses Fees, Security & Plan Management	-	-	-	0%	-	-	-	0%	-	-
Eligibility System M&O	-	-	-	0%	-	-	-	0%	-	-
Healthplanfinder M&O/Contractors	-	-	-	0%	-	-	-	0%	-	-
Non-Healthplanfinder M&O	-	-	-	0%	-	-	-	0%	-	-
Total	-	-	-	0%	-	-	-	0%	-	-
Outreach/Education										
Marketing & Outreach	23,939	25,000	1,061	4%	23,939	25,000	1,061	4%	-	-
IPA/Navigators	133,356	135,000	1,644	1%	133,356	135,000	1,644	1%	225,000	-
SHOP Broker Support & Training	6,923	-	(6,923)	0%	6,923	-	(6,923)	0%	-	-
Total	164,218	160,000	(4,218)	-3%	164,218	160,000	(4,218)	-3%	225,000	-
Grand Total	511,807	639,568	127,761	20%	511,807	639,568	127,761	20%	2,970,842	-

Notes:

Call Center Budget is for July and August 2015. All future expenses will be paid with appropriated dollars.

Postage & Printing - Includes August accruals for pre-paid expenses.

Document Imaging - Negative amount is due to an accrual correction.

Other expenses are mainly temporary staff that are expected to continue until December 31, 2015 for plan year 2015 and PAR clean up.

HCA Direct - HCA has been invoiced for these costs but payment had not been received by July month close. Negative accrual when revenue is received.

SHOP Broker Training & Support - Budget is under Grant Professional Services. HBE will correct this expense coding in August by moving it to Other Consulting under Grant Professional Services.

Funding comes from the Level 1B and Level 2 grants.

Appendix C – Monthly Financial Report

	Non-Appropriated Grant Professional Service Expenses								SFY2016	SFY2016
	Current Month: July 2016				Year-to-Date				Budget	Budget
Expenditures	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Consulting & Professional Service										
Actuarial	1,638	8,333	6,696	80%	1,638	8,333	6,696	80%	50,000	-
Appeals Administrative Hearings	-	-	-	0%	-	-	-	0%	-	-
Outside Legal Counsel	-	-	-	0%	-	-	-	0%	-	-
Financial Consulting & Audits	-	-	-	0%	-	-	-	0%	-	-
Other Consulting	69,411	333,333	263,922	79%	69,411	333,333	263,922	79%	2,050,000	-
Total	71,049	341,667	270,618	79%	71,049	341,667	270,618	79%	2,100,000	-
Grand Total	71,049	341,667	270,618	79%	71,049	341,667	270,618	79%	2,100,000	-

Notes:

Funding comes from the Level 1B and Level 2 grants

Appendix C – Monthly Financial Report



Non-Appropriated Grant IT Modification Expenses

Expenditures	Current Month: July 2016				Year-to-Date				SFY2016	SFY2017
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget	Budget
IT Modifications										
Version Release 3.0 (NON Deloitte)										
Project Management	77,227	80,000	2,773	3%	77,227	80,000	2,773	3%	400,000	-
UAT	229,722	240,000	10,278	4%	229,722	240,000	10,278	4%	1,000,000	-
Technical Services	155,368	160,000	4,632	3%	155,368	160,000	4,632	3%	800,000	-
Equipment	296,869	80,000	(216,869)	-271%	296,869	80,000	(216,869)	-271%	400,000	-
Other (non contractor services)	155,810	240,000	84,190	35%	155,810	240,000	84,190	35%	400,000	-
Release 3.1	-	-	-	0%	-	-	-	0%	1,086,300	-
Release 3.2	-	-	-	0%	-	-	-	0%	2,652,000	-
Total	914,996	800,000	(114,996)	-14%	914,996	800,000	(114,996)	-14%	6,738,300	-
Deloitte										
Premium Aggregation	741,998	1,200,000	458,002	38%	741,998	1,200,000	458,002	38%	7,041,000	-
MPS - Direct to HCA	785,800	-	(785,800)	0%	785,800	-	(785,800)	0%	-	-
Release 3.1	-	-	-	0%	-	-	-	0%	2,534,700	-
Release 3.2	-	-	-	0%	-	-	-	0%	6,188,000	-
Total	1,527,798	1,200,000	(327,798)	-27%	1,527,798	1,200,000	(327,798)	-27%	15,763,700	-
Grand Total	2,442,794	2,000,000	(442,794)	-22%	2,442,794	2,000,000	(442,794)	-22%	22,502,000	-

Notes:

Equipment - HBE expected these costs to spread throughout the year but purchases were made in July to take advantage of reduced costs of the equipment

MPS - Direct to HCA - These are non-Deloitte costs for the development of MPS. HBE is invoicing HCA for these costs in September after determining the cost allocation of these expenses

All IT Modification funding comes from the Level 1C grant

Appendix D – Exchange Contracts

Appendix D – Exchange Contracts

#	Contract #	Company	Type	Start	End	Contract Manager	Description	Initial Contract	Total contract value	# of amendments
1	HBE-001	Health Care Authority	Service level agreement	12-Jan-15	31-Dec-15	P. MacEwan	Costs in the agreement are related to development and operating costs of imaging services.	\$946,097	\$946,097	0
2	HBE-003	Clark-Nuber	Finance	20-Apr-12	31-Dec-15	C. Holland	CPA Firm assisting in HPF Financial Management and Accounting	\$278,000	\$989,900	5
3	HBE-008	CITRIX	IT	4-Jul-05	auto renew	J. Wuerch	Phone/webinar system			0
4	HBE-011	Application Software, Inc.	IT	1-Jul-12	auto renew	B. Peyton	Flexible health care spending accounts for staff \$250/year + \$9-19/new staff member who signs up			0
5	HBE-020	GMMB	Marketing	13-Dec-12	31-Dec-15	M. Marchand	Earned media, social media, small business owner outreach and strategic partnerships, grassroots outreach, strategic counsel and administration	\$1,510,758	\$2,036,711	5
6	HBE-023	PCG	IT	24-Aug-12	31-Dec-15	J. Wuerch	IV&V	\$1,788,289	\$1,950,407	5
7	HBE-025	Cambria	IT	4-Jun-12	31-Dec-15	Wuerch/Walter	HPF Design and Implementation Consulting	\$6,479,760	\$6,605,072	9
8	HBE-026	IRM Services Group	IT	16-Nov-11	31-Dec-15	P. MacEwan	Project Manager Consulting Services	\$240,800	\$2,436,400	6
9	HBE-027	Deloitte	IT	19-Apr-12	31-Dec-16	J. Wuerch	Integration Contractor	\$63,079,517	\$139,162,458	23
10	HBE-028	Faneuil	Operations	23-Feb-13	31-Dec-16	B. Walter	Call Center Operations	\$11,684,606	\$50,211,803	8
11	HBE-029	ADP	HR	1-Jul-15	auto renew	C. Holland	Payroll system	\$14,072	\$9,333	1
12	HBE-030	Alliance 2020	HR	5-Nov-15	auto renew	B. Peyton	Employment screening reporting			1

Appendix D – Exchange Contracts

#	Contract #	Company	Type	Start	End	Contract Manager	Description	Initial Contract	Total contract value	# of amendments
13	HBE-039	GMMB	Marketing	11-Mar-13	31-Dec-15	M. Marchand	Marketing and outreach	\$7,867,851	\$15,362,077	7
14	HBE-042	Oracle (HCA K603)	IT	30-May-12	5/31/2016	J. Wuerch	Software Renewal for 2015-2016		\$1,221,253	n/a
15	HBE-043	Rich Wyde	Legal	24-Sep-12	31-Dec-16	B. Peyton	Legal Assistance	\$180,000	\$180,000	0
16	HBE-044	Comcast	IT	27-Nov-12		J. Wuerch	Set-up, webhosting, static-IP address for Outlook (webmail) services	\$4,523	\$4,763	1
17	HBE-047	Dorothy Graham	HR	8-Jan-12	31-Dec-15	P. MacEwan	Special Executive Projects	\$5,250	\$99,999	5
18	HBE-048	KP LLC	Operations	12-Apr-13	31-Dec-15	B. Walter	HPF Printing Services	\$4,000,000	\$8,000,000	4
19	HBE-049	CMS	Service level agreement	19-Jun-13	n/a	P. MacEwan	Security agreement for access to CMS data services HUB	\$0	\$0	0
20	HBE-050	Outsolve LLC	HR	10-Jan-13	31-Dec-15	B. Peyton	Affirmative action consultation	\$1,900	\$5,036	2
21	HBE-051	Milestone	IT	1-Mar-13	31-Dec-15	J. Wuerch	HPF Architecture; Design & Support consulting	\$535,200	\$1,814,116	14
22	HBE-052	Oracle (HCA K659)	IT	19-Sep-12		J. Wuerch	Voice mail support services			0
23	HBE-053	Comcast	IT	23-Jan-13	23-Jan-16	J. Wuerch	Phone services	\$7,459	\$7,459	n/a
24	HBE-054	Consolidated Technology Services	Service level agreement	1-Feb-13	auto renew	B. Peyton	MOU			0
25	HBE-055	Office of Insurance Commissioner	Service level agreement	1-Jun-13	auto renew	P. MacEwan	MOU			0
26	HBE-056	Custom Security Systems	Administrative	7-Feb-13	auto renew	C. Holland	Security system & monitoring service	\$801	\$371	0
27	HBE-057	DSHS Datashare ACES Access	Service level agreement	12-Feb-13	ongoing	J. Wuerch	Agreement on roles in implementing Medicaid eligibility related to the ACA.	\$0	\$0	0
28	HBE-059	TEKSystems	IT	4-Jun-13	31-Dec-15	J. Wuerch	Optional use contract to provide technical staffing	\$500,000	\$2,900,000	7
29	HBE-060	Ciber	IT	4-Jun-13	31-Dec-15	J. Wuerch	Optional use contract to provide technical staffing	\$500,000	\$1,500,000	4

Appendix D – Exchange Contracts

#	Contract #	Company	Type	Start	End	Contract Manager	Description	Initial Contract	Total contract value	# of amendments
30	HBE-061	Coolsoft	IT	4-Jun-13	31-Dec-15	J. Wuerch	Optional use contract to provide technical staffing	\$500,000	\$1,500,000	4
31	HBE-062	KeyBank	Finance	1-Jun-13	Ongoing	C. Holland	Master Agreements; KeyPay; PositivePay;SLA	\$0	\$0	2
32	HBE-063	DES (Microsoft Products)	Service level agreement	4-Mar-13	not specified	J. Wuerch	MLA with DES			0
33	HBE-066	DES	Service level agreement	14-Feb-13	not specified	J. Wuerch	Cooperative Agreement	\$100		2
34	HBE-067	Comcast	IT	18-Apr-13	18-Apr-18	J. Wuerch	Communication services (Internet)	\$5,720	\$8,698	1
35	HBE-068	Milliman	Actuary	1-Jun-12	31-Dec-15	Voris/Holland	Financial and Policy related Projects	\$530,000	\$1,062,364	3
36	HBE-069	OptiStor	IT	28-May-13	31-May-16	J. Wuerch	Security related assistance and consulting	\$450,000	\$450,000	0
37	HBE-071	First Choice Health Assistance	HR	1-Jul-13	not specified	B. Peyton	EAP, MAP, OR PAP SERVICES		PMPM	0
38	HBE-072	Moss Adams	Finance	15-Jun-13	31-Aug-16	C. Holland	External CPA Auditor - Conduct yearly financial audits	\$400,000	\$400,000	5
39	HBE-073	Wakely	Marketing	10-Apr-14	31-Dec-15	M. Marchand	Evaluate marketing, outreach, strategies	\$315,425	\$315,425	1
40	HBE-074	Community Action Connections	IPA	3-Feb-14	9-Sep-15	M. Marchand	IPA Project/Outreach	\$264,000	\$395,267	4
41	HBE-075	CHOICE	IPA	15-Aug-13	15-Aug-15	M. Marchand	IPA Project/Outreach	\$558,000	\$755,832	4
42	HBE-076	Better Health Foundation	IPA	17-Jul-13	31-Dec-14	M. Marchand	IPA Project/Outreach	\$858,000	\$1,234,666	3
43	HBE-077	Kitsap Public Health	IPA	17-Jul-13	31-Dec-14	M. Marchand	IPA Project/Outreach	\$202,507	\$307,757	5
44	HBE-078	Seattle-King County Public Health	IPA	8-Aug-13	31-Dec-14	M. Marchand	IPA Project/Outreach	\$1,644,000	\$2,232,706	2

Appendix D – Exchange Contracts

#	Contract #	Company	Type	Start	End	Contract Manager	Description	Initial Contract	Total contract value	# of amendments
45	HBE-079	Tacoma-Pierce County	IPA	22-Jul-13	31-Dec-14	M. Marchand	IPA Project/Outreach	\$682,400	\$890,311	3
46	HBE-080	Whatcom Alliance	IPA	25-Jul-13	31-Dec-14	M. Marchand	IPA Project/Outreach	\$970,000	\$1,414,059	4
47	HBE-081	Clark Cty Pub Health	IPA	15-Aug-13	31-Dec-14	M. Marchand	IPA Project/Outreach	\$394,000	\$545,825	5
48	HBE-082	Cowlitz	IPA	17-Jul-13	30-Sep-15	M. Marchand	IPA Project/Outreach	\$112,000	\$151,188	4
49	HBE-083	Yakima	IPA	17-Jul-13	31-Dec-14	M. Marchand	IPA Project/Outreach	\$300,000	\$454,167	3
50	HBE-085	J.D.Flanagan	Finance	26-Jun-12	31-Dec-15	C. Holland	Contract Consulting Services	\$250,000	\$350,000	1
51	HBE-086	Milestone	IT	1-Apr-15	31-Dec-16	J. Wuerch	IT Services	\$2,200,000	\$2,200,000	0
52	HBE-087	Competentum	IT	8-Jul-13	Ongoing	J. Wuerch	Learning management system for Microsoft SharePoint	\$30,350		0
53	HBE-088	Sumbridge	HR	10-Jun-13	Ongoing	B. Peyton	Human Resources/Clerical Staffing		hourly	0
54	HBE-089	Bluecrane	IT	1-Jul-14	31-Dec-15	B. Walter	Quality Assurance and IT project oversight	\$391,680	\$391,680	1
55	HBE-090	PointB	Health Care Consulting	5-Jul-13	31-Dec-15	P. MacEwan	Health Professional Consultant Convenience Contract; providing industry specific consulting skills	\$500,000	\$2,000,000	4
56	HBE-091	Clock Tower Media	Communications	19-Dec-13	auto renew	M. Marchand	Web hosting agreement	\$18,240	\$18,240 + additional support as needed	0
57	HBE-092	Prof Temp Staffing Agency	HR	10-Jul-13	Ongoing	B. Peyton	Human Resources/Clerical Staffing			0
58	HBE-093	Aramark	Facilities	25-Feb-13	not specified	C. Holland	Carpet cleaning service			0

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#	Contract #	Company	Type	Start	End	Contract Manager	Description	Initial Contract	Total contract value	# of amendments
59	HB-E094	Freedman HC	Health Care Consulting	10-Jun-13	31-Dec-15	P. MacEwan	Health Professional Convenience Contract	\$500,000	\$500,000	1
60	HBE-098	Mary Benckert Reis, LLC	Finance	23-Jul-13	31-Mar-16	C. Holland	Abila/Financial Consultant	\$145,000	\$592,445	5
61	HBE-099	Navigant	Health Care Consulting	1-Aug-13	31-Dec-15	C. Holland	Health Professional Convenience Contract	\$500,000	\$500,000	1
62	HBE-100	ABS Copier Lease (RICOH)	Administrative	various	various	J. Wuerch	Various leases for copiers	various	various	0
63	HBE-101	Hasler Postable Meter	Administrative	11-Oct-12	11-Nov-15	C. Holland	Postage Meter Rental	\$323	\$323	0
64	HBE-102	eHealth	IT	13-Jun-13		J. Wuerch	HPF Provider file directory	\$548,336	varies	4
65	HBE-103	Health Management Associates	Health Care Consulting	11-Sep-13	31-Dec-15	C. Holland	Health Professional Convenience Contract		\$500,000	1
66	HBE-108	KJS Company LLC	Facilities	10-Oct-12	10-Oct-17	C. Holland	810 Jefferson Street Lease	\$536,883	\$544,083	1
67	HBE-112	So. Puget Intertribal Planning Agency	IPA	17-Sep-13	30-Sep-15	M. Marchand	IPA/Indian Nation Outreach	\$100,000	\$100,000	2
69	HBE-116	Akamai	IT	22-Aug-13	30-Sep-15	J. Wuerch	solution to address evolving complexities of application acceleration in the cloud	\$91,500	varies	0
70	HBE-117	Abilia (Sage)	Finance	15-May-12	not specified	C. Holland	Financial System			0
71	HBE-118	CMS Document Files	Service level agreement	19-Jun-13	auto renew	B. Peyton	Agreement to connect to CMS data services			0
72	HBE-119	Gail Maurer	Legal	18-Oct-13	31-Dec-15	B. Peyton	Presiding Officer services		\$50,000	0
73	HBE-120	Gary McLean	Legal	25-Oct-13	31-Dec-15	B. Peyton	Presiding Officer services		\$50,000	0
74	HBE-121	Lauren Erickson	Legal	25-Oct-13	31-Dec-15	B. Peyton	Presiding Officer services		\$50,000	0
75	HBE-122	Kelly Reese/Harmon	Legal	13-Nov-13	31-Dec-15	B. Peyton	Presiding Officer services		\$50,000	0
76	HBE-130	Teen Feed	IPA	1-Nov-13	30-Mar-15	M. Marchand	Outreach & enrollment services	\$80,000		2
77	HBE-131	KPMG	Health Care Consulting	30-Sep-13	31-Dec-15	C. Holland	Health Professional Convenience Contract		\$500,000	0
78	HBE-132	HBE Trading Partner Agreements	Service level agreement	various	various	P. MacEwan	Carrier Partner Agreements			0

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#	Contract #	Company	Type	Start	End	Contract Manager	Description	Initial Contract	Total contract value	# of amendments
79	HBE-133	Mercer	Health Care Consulting	16-Jun-15	31-Dec-15	C. Holland	Health Professional Convenience Contract		\$500,000	0
80	HBE-135	Protiviti	Finance	20-Mar-14	31-Dec-15	C. Holland	Internal Audit Services	\$700,000	\$1,300,000	2
81	HBE-136	Dakota Data Works	IT	14-Nov-13	not specified	C. Holland	IT Consulting	\$600		0
82	HBE-137	Legal Track	Legal	28-Aug-13	not specified	B. Peyton	Use of Legal Track	\$119	\$119	0
83	HBE-138	Profeatable, Inc	IT	26-Nov-13	not specified	B. Walter	Software license agreement			0
84	HBE-139	RICOH	Finance	19-Nov-13	31-Dec-15	C. Holland	Financial Lockbox; Financial Imaging project		\$250,000	0
85	HBE-140	DocuSign	IT	1-Jan-14	1-Jan-17	J. Wuerch	Digital signature software license	\$17,889	\$17,889	0
86	HBE-141	Legion Square LLC	Facilities	23-Dec-13	31-Dec-15	C. Holland	Parking lot lease for Legion Sq. site (50 stalls)	\$15,000	\$18,000	1
87	HBE-144	Ciber	IT	4-Mar-14	31-Dec-15	B. Walter	Support Broker Services for enrollment periods and or new releases impacting HPF Small Business	\$150,000	\$200,000	1
88	HBE-145	TEKSystems	IT	5-Mar-14	31-Dec-15	B. Walter	Support Broker Services for enrollment periods and or new releases impacting HPF Small Business	\$500,000	\$500,000	1
89	HBE-146	Cambria/SHOP	IT	5-Feb-15	31-Dec-15	B. Walter	Stabilize SHOP system via enhancements/corrections	\$1,020,000	\$1,208,070.00	2
90	HBE-148	JA Morris Co. LLC	Facilities	1-Dec-13	15-Mar-16	C. Holland	Lease for 521 Building	\$119,412	\$523,609	1
91	HBE-149	JA Morris Co. LLC	Facilities	30-Jan-14	1-Dec-14	C. Holland	Lease for parking at 521 (8 stalls)			0
92	HBE-150	GMMB	Marketing	4-Apr-14	31-Dec-15	M. Marchand	Marketing & outreach consulting	\$1,028,955	\$1,028,955	1
93	HBE-152	Benefits Management Inc. (BMI)	Finance	1-Apr-14	31-Dec-15	C. Holland	Assistance in Finance processes	\$99,999	\$99,999	1
94	HBE-155	Clark Nuber	Finance	14-May-14	31-Dec-15	C. Holland	Abilia training/consulting	\$100,000	\$100,000	1

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#	Contract #	Company	Type	Start	End	Contract Manager	Description	Initial Contract	Total contract value	# of amendments
95	HBE-156	Immersion Consulting	IT	18-Apr-14	auto renew	J. Wuerch	MLA/SHAREPOINT Services, Consulting, Software License	\$61,713	\$120,440	3
96	HBE-157	Liberty Partners	Facilities	1-May-15	month to moth	B. Walter	Lease for Spokane office space for SHOP Field. Reps.		\$1200/yr	0
97	HBE-159	Century Link	IT	29-Oct-13	29-Oct-18	J. Wuerch	VPN, IP addresses, etc.		varies	0
98	HBE-162	AIHC	Communications	20-Jun-14	31-Dec-15	M. Marchand	Tribal Outreach	\$100,000	\$242,720	2
99	HBE-163	Altriva	IT	7-Aug-14	31-Dec-15	J. Wuerch	CRM Consultant/Analyst	\$19,800	\$64,830	5
100	HBE-164	GBS	IT	29-Jul-14	31-Dec-15	B. Walter	Software for anonymous browsing of small Group plans	\$149,999	\$149,999	2
101	HBE-165	OPTUMINSIGHT, INC.	IT	25-Jun-14	auto renew	J. Wuerch	IT testing services	\$10k/yr	\$10k/yr	0
102	hbe-167	Atmosera (was Easystreet)	IT	29-Dec-14	31-Dec-15	J. Wuerch	1st level response/triage services in support of Oracle environment	\$145,000	\$145,000	0
103	HBE-168	Iron Mountain	Administrative	26-Sep-14	auto renew	C. Holland	Record/document storage	\$89/mo.	varies	0
104	HBE-169	Coolsoft	IT	1-Jan-15	31-Dec-16	J. Wuerch	IT Convenience Contract	\$4,000,000	\$4,000,000	0
105	HBE-170	Ciber	IT	1-Feb-15	31-Dec-16	J. Wuerch	IT Convenience Contract	\$4,000,000	\$4,000,000	0
106	HBE-171	TEKSystems	IT	1-Jan-15	31-Dec-16	J. Wuerch	IT Convenience Contract	\$4,000,000	\$4,000,000	0
107	HBE-172	PCG	IT	7-Jan-15	31-Dec-16	J. Wuerch	IT Convenience Contract	\$4,000,000	\$4,000,000	0
108	HBE-173	Cognizant	IT	1-Jan-15	31-Dec-16	C. Holland	HPF Architecture CheckMarx Report Validation	\$4,000,000	\$4,000,000	0
109	HBE-174	Agility Recovery Solutions Inc	IT	11-Dec-14	11-Dec-15	C. Holland	disaster assistance	\$420/mo	\$420/mo	0
110	HBE-175	BDO	Finance	15-Dec-14	31-Dec-15	C. Holland	Assess and improve compliance under federal awards	\$150,000	\$575,000	1
111	HBE-177	GMMB	IT	15-Mar-15	31-Mar-15	M. Marchand	Tax Season Campaign-IRS Form 1095-A	\$300,000	\$300,000	0

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112	HBE-178	Altriva	IT	27-Feb-15	31-Dec-15	M. Marchand	CRM Consultant/ Analysis of Customer complaints	\$50,000	\$50,000	0
113	HBE-179	Edifecs	IT	17-Mar-15	16-Mar-16	J. Wuerch	Edifecs COTS and project installation	\$708,446	\$708,446	0
114	HBE-180	IRM	IT	1-Mar-13	31-Dec-15	P. MacEwan	Consulting services PMO-management / HPF projects		\$589,000	0
115	HBE-181	Cambria	IT	23-Feb-15	31-Dec-16	P. MacEwan	Remove premium aggregation/payment function for Individual market from HPF for 2016	\$625,360	\$625,360	0
116	HBE-182	Center for Health Policy Development dba. National Academy for State Health Policy	Membership	1-Mar-15	28-Feb-16	P. MacEwan	Center for Health Policy Development	\$32,000	\$32,000	0
117	HBE-184	Bluecrane	IT	21-Apr-15	31-Dec-15	P. MacEwan	QA for removal of premium aggregation	\$196,020	\$196,020	0
118	HBE-185	Green Clean Systems	Facilities	1-Dec-14	month to month	C. Holland	Cleaning service	1448.27/mo.	1448.27/mo.	0
119	HBE-186	Green Clean Systems	Facilities	27-Jun-13	month to month	C. Holland	Cleaning service	2800/mo	2800/mo	0
120	HBE-187	Wakely	Actuary	20-May-15	30-Jun-16	M. Voris	Enrollment Projection Services		\$110,000	0
121	HBE-188	Unisys (WSCA Master Agreement)	IT	5-Jul-15	31-Jul-17	J. Wuerch	iCloud Services via WSCA agreement		based on usage	0
123	HBE-190	(Acturus (was Pert Group))	Health Care Consulting	30-Jun-15	31-Dec-15	M. Voris	2nd Enrollment Consumer Survey	\$254,500	\$254,500	1
124	HBE-191	Guidance Corp	HR	13-Jun-14	not specified	B. Peyton	Human Resources/Clerical Staffing		hourly	0
125	HBE-192	Kelly Services	HR	3-Dec-14	not specified	B. Peyton	Human Resources/Clerical Staffing		hourly	0

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126	HBE-193	Matrix Finance and Accounting	HR	21-Oct-14	Ongoing	B. Peyton	Human Resources/Clerical Staffing		hourly	0
127	HBE-194	Smart Talent	HR	3-Sep-14	not specified	B. Peyton	Human Resources/Clerical Staffing		hourly	0
128	HBE-195	Pierce County Security Inc.	Facilities	12-Nov-13	not specified	C. Holland	Building Security Staff		\$21 or \$31/hr (\$30 or \$45/hr OT)	0
129	HBE-196	Office Team of Robert Half	HR	15-Dec-14	Ongoing	B. Peyton	Human Resources/Clerical Staffing		\$21.00/hour (\$31.50/hr OT)	0
130	HBE-197	SiteCrafting Inc.	Communications	6-Jul-15	31-Dec-15	M. Marchand	Corporate Website Development	\$85,350	\$85,350	0
131	HBE-199	Suneetha Bachu	IT	11-Sep-15	30-Sep-15	J. Wuerch	Assist in premium aggregation removal project	\$15,840	\$15,840	0