

California Health Benefit Exchange Board Statement of Interim Administrative Duties

The Acting Administrative Officer or Designated Administrative Entity will, on a temporary basis, perform the administrative duties for the Health Benefit Exchange, pending the appointment of the Executive Director by the Board of Directors of the Exchange.

Until the appointment of the Executive Director, the Acting Administrative Officer or Designated Administrative Entity will, subject to the direction provided by the Board:

1. Provide support for planning, development, implementation and initial administration of Board programs.
2. Plan and prepare for Board meetings and provide the Board regular updates on planning and implementation activities of the Exchange.
3. Initiate the recruitment of critical staff positions for the Exchange.
4. Begin the development of the Exchange grant application.
5. Establish liaison and ongoing communication with stakeholders and the Executive and Legislative branches of state government with responsibilities related to the duties of the Board and other health coverage issues.
6. Ensure compliance with applicable state and federal legal and regulatory requirements, including public meeting laws, federal expenditure requirements and state personnel policies.