PRODUCER LICENSING LIFE & HEALTH ADVISORY BOARD

Meeting Minutes

Meeting Date: June 20, 2013

Call to order: An inaugural meeting of the Producer Licensing Life & Health Advisory Board was held in the MD Insurance Administration Training Room on June 20, 2013. The meeting convened at 10:00am and was called to order by the Director of Producer Licensing, Valeria Williams. The meeting began with in-person introductions of MIA staff and board members.

Board Members in Attendance:

Bottoms-Spencer, Jacinta Frazier, Audrey Molster, John Evans, Thomas Huber, Cynthia Wilson, Venus

Board Members not in Attendance:

Apraku, Vivian Zeller, Emily

Administration Staff Attendees:

Taylor, Shelley Walker, Corey Wells, Sabrina Williams, Valeria

• <u>Discussion Item # 1: Draft Operating Procedures</u>

Motion:

Update the duties of Secretary in the Draft Copy of the Operating Procedures of the Maryland Insurance Administration Producer Licensing Advisory Board to read "Shall be responsible for keeping minutes and attendance and other duties assigned"

Motion by: Venus Wilson

2nd by Thomas Evans

Motion carried

Motion:

To accept Draft Operating Procedures as amended

Motion by Thomas Evans

2nd by Cynthia Huber

Motion carried

Discussion Item # 2: Responsibilities of officers as listed in the draft operation

procedures.

Election of officers: After verbal presentations by the Board members, a motion was made by

Valeria Williams to begin Board Officer Selection by ballot. Ballots were tallied, the results are as

follows:

Officer selection:

Chair Jacinta Bottoms-Spencer

Vice-Chair Venus Wilson

Secretary John Molster

* MIA Board Liaison – Shelley Taylor – appointed by Director of Producer Licensing

Motion:

To accept ballot results for officer selection

Motion by: John Molster

2nd by: Thomas Evans

Motion carried

Other: After a review of the objectives and goals of the Advisory Board, a tour of the Maryland

Insurance Administration was given to familiarize members of the various units of the Maryland

Insurance Administration.

Upon completion of the tour, members returned for a brief discussion on additional resources

including links to the Maryland Health Benefit Exchange, NIPR, MIA eNotices, PSI, and

Prometric.

New business: A joint Board meeting with Property & Casualty Board members will be held on

July 30, 2013 at 10 a.m.

Adjournment: The meeting was adjourned at 11:56 a.m.