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Section 209. Meetings, Official Action of the Committee

(a) The Minister of Finance, Minister of Health, and Administrator shall call the first meeting of the Committee. Thereafter, the Committee shall meet at the call of the Chairman or a majority of the members of the Committee. The time and place of such meetings shall be designated by the Chairman.

(b) Three members of the Committee shall constitute a quorum for conducting business, exercising its powers, and for other purposes. A majority vote of members present shall be required for any decision by the Committee. Minutes of all meetings shall be recorded.

(c) The minutes of each meeting shall be recorded by the Secretary or a person designated by the Chairman. The minutes shall be prepared for distribution at least two days prior to the next Committee meeting. Such minutes and recordings shall be kept by the Board for a minimum of ten years for record-keeping purposes.

Section 210. Responsibilities of the Administrator

The Administrator shall be responsible for the general day-to-day administration and operation of the healthcare financing system. Additionally, the Committee may delegate to the Administrator such powers, duties, and responsibilities as are necessary and proper to carry out the effective and proper operation of the healthcare financing system.

Section 211. Duties and Responsibilities of the Administrator

The Administrator shall be delegated duties and responsibilities which shall include, but are not limited to:

(a) Overseeing the general administration of the HCFA and carrying into operation the goals, objectives, and policies established by the HCFA and the Committee.

(b) Overseeing and directing the day-to-day activities and operations of the HCFA, including the direction and supervision of all administrative and technical activities; this includes the activities performed by other government agencies through a Memorandum of Understanding or activities by a contracted Consultant or Third Party Administrator, and recommending to the Committee, any amendments, terminations, or replacements of such agreements.

(c) Selecting, hiring, terminating, and disciplining employees at his or her discretion, but subject to such personnel guidelines and procedures as may be promulgated by the Committee.

(d) Contracting for professional (including legal, auditing, and accounting), technical, and advisory services, and planning, organizing, coordinating, and controlling the services of such employees and independent contractors subject to such guidelines and procedures as may be adopted by the Social Security Board or the Committee.

(e) Attending all meetings of the Committee and submitting reports on the affairs of the MSA/NHI as

requested.

(f) Keeping the Committee advised on the needs of the MSA/NHI.

[Source ____]

[Source 41 PNC § 909(a)]