

**IDAHO HEALTH INSURANCE EXCHANGE  
DBA YOUR HEALTH IDAHO**

**AD HOC PERSONNEL COMMITTEE  
MINUTES  
JANUARY 8, 2014**

**1. COMMITTEE MEMBERS PRESENT**

- Ms. Margaret Henbest, Chair
- Ms. Zelda Geyer-Sylvia
- Mr. Dave Self
- Mr. Tom Shores
- Ms. Karen Vauk
- Director Dick Armstrong

**2. OTHERS PRESENT**

- Mr. Steve Berenter, Hawley-Troxell
- Ms. Amy Dowd, Your Health Idaho
- Ms. Tresa Ball, HR Precision

**3. CALL TO ORDER**

Following proper notice in accordance with Idaho Code § 67-2343, the Ad Hoc Personnel Committee meeting of the Idaho Health Insurance Exchange (Exchange) was called to order by Margaret Henbest, Chair of the Committee (Chair), at 10:01am, Wednesday, January 8, 2014, at the offices of Hawley Troxell Ennis & Hawley, 877 W Main Street, Suite 1000, Boise, Idaho. In accordance with Idaho Code § 41-6104(8), the meeting was held in an open public forum and was streamed in audio format. Members of the public could access the audio stream by dialing into a telephone number that was included in the notice of meeting posted on the Exchange Board's Web site and at the meeting location.

**3. ROLL CALL**

The Chair called roll and determined that the Chair, Ms. Geyer-Sylvia, Mr. Self, Mr. Shores, Ms. Vauk and Director Armstrong were present resulting in a quorum.

**4. MEETING MINUTES REVIEW: DECEMBER 19, 2013**

Motion: Mr. Self made a motion to approve the minutes from the December 19, 2013 meeting.

Second: Mr. Shores.

The motion carried.

**5. FINALIZE PERFORMANCE MANAGEMENT PROCESS & TOOLS**

**(a) Discussion of Performance Management Process**

Ms. Ball reviewed the proposed performance management process for the Executive Director that included Committee feedback.

The Committee discussed and reached consensus on a process for the initial performance evaluation of the Executive Director covering the time period from May-December 2013. The process would involve:

- A self-evaluation by the Executive Director
- The self-evaluation and the performance management tool will be sent to the full Board. The full board will fill out the performance management tool
- The Ad Hoc Personnel Committee will then compile the feedback from all board members into a single evaluation

Following the review of the Executive Director, a similar performance management process and tools will be implemented for other Your Health Idaho staff members. The Committee also discussed that the Committee chairs can serve as important resource to the Executive Director on many different issues.

The Committee acknowledged that the evaluation process is linked to compensation, which should take place within 30 days following the review. After lengthy discussion, the Personnel Committee concluded that a process must be developed whereby the Personnel Committee makes recommendations for Executive Director compensation based on a market analysis for the position and the outcome of the performance review process. This recommendation would then go to the Finance Committee, who would respond to this recommendation based on the Your Health Idaho budget for personnel.

#### **(b) Discussion of Performance Management Tool**

There was discussion among the Committee about whether goals and objectives on the performance management tool should be weighted. The Committee reached consensus that for the first year a weighting system would not be feasible and that such a system could be implemented in future years.

On the performance management tool that will be used to conduct the evaluation, the Committee has adopted a form that will include four sections: strategic goals, annual objectives, key competencies and general feedback and areas of development. There was consensus among the group that more time was needed to define the specific actions and behaviors which characterize objective expectations that should be measured as part of the initial review. Members of the Committee offered specific line edits to the performance measurement tool that Ms. Ball will incorporate and recirculate to the Committee for further review.

Ms. Geyer-Silvia and Mr. Self discussed that moving forward, it will be important for the full Board and the organization to have clearly defined goals and objectives in order to measure performance.

At the board meeting on Friday, January 10, 2014, the Committee will present the outline of the performance management process, the status of the development of the performance evaluation

form and the Executive Director job description. The Chair will orient the board to the tool, their role in the evaluation process and the timeline for the completion of the initial ED evaluation process. The Chair will also discuss the need to for the Your Health Idaho Board to immediately begin to define a strategic direction and goals of the organization and proposed compensation practices for the organization.

**6. EXECUTIVE DIRECTOR JOB DESCRIPTION & PERFORMANCE APPRAISAL PROCESS**

The Committee reviewed the Executive Director job description provided by Ms. Ball. Ms. Geyer-Sylvia suggested that experience with working with a board and financial management of an organization be added to the description.

Ms. Vauk raised a question if the job description should be viewed as preferred skills when looking for a candidate or as expectations of the incumbent in the Executive Director position. Ms. Ball discussed that the job description should be viewed as a reference tool.

The Committee will share the job description with the full Board on Friday, January 10, 2014.

**7. EXECUTIVE SESSION**

The Chair made a motion to go into Executive Session to discuss matters of personnel pursuant to Idaho Code §67-2345(1) (a) & (b). The Chair called executive session roll call, and determined that the Chair, Ms. Geyer-Sylvia, Mr. Self, Mr. Shores, Ms. Vauk and Director Armstrong were present. The executive session began at 11:32 am.

The Executive Session ended at 12:15 pm, and the Committee took no final action nor made any final decisions while in Executive Session.

**8. ADJOURN**

There being no further business before the Committee the Chair adjourned the meeting at 12:16 pm.

Signed and respectfully submitted,



Margaret Henbest, Committee Chair