

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

PERSONNEL COMMITTEE

MINUTES

TUESDAY, JANUARY 20, 2015

1. COMMITTEE MEMBERS PRESENT

- Ms. Margaret Henbest, Chair
- Ms. Karen Vauk
- Mr. Kevin Settles
- Mr. Scott Kreiling (via teleconference)

2. OTHERS PRESENT

- Mr. Pat Kelly, Your Health Idaho
- Ms. Cheryl Fulton, Your Health Idaho
- Ms. Tresa Ball, HR Precision
- Mr. Steve Berenter, Hawley-Troxell

3. CALL TO ORDER

Following proper notice in accordance with Idaho Code §67-2343, the Personnel Committee meeting of the Idaho Health Insurance Exchange (Exchange) was called to order by Ms. Henbest, Chair of the Committee (Chair), at 8:03am, Tuesday, January 20, 2015, 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.

4. ROLL CALL

The Chair took roll call and determined that Ms. Vauk, Mr. Settles and Mr. Kreiling (via teleconference) were present, resulting in a quorum.

Ms. Geyer-Sylvia and Director Armstrong were absent.

5. APPROVAL OF PRIOR MEETING MINUTES

Motion: Mr. Settles moved to approve the minutes from the October 9, 2014 meeting.

Second: Ms. Vauk.

The motion carried.

6. REVIEW OF AGENDA

There were no changes to the agenda.

7. COMMITTEE ROADMAP REVIEW

The Chair reviewed the roadmap and noted that the Committee meetings have moved into a quarterly cadence. In January the Committee will review the personnel policies and the employee handbook. In April the Committee will work on the compensation budget for merit and market adjustments for FY 2016, review and update the Executive Director evaluation process and review the annual strategic staffing plan.

Mr. Settles said the Finance Committee sets the merit and market pay. The Chair said this would be for review prior to the Finance Committee. Mr. Kelly said that the timing is challenging and there will be multiple passes of the budget. The first pass is anticipated to be in February and there will be a placeholder for the merit and market adjustments. However, the final approval of the dollars resides with the Finance Committee.

8. EMPLOYEE HANDBOOK UPDATES

Mr. Kelly said it has been over a year since the Employee Handbook has been formally updated and the Committee has adjusted numerous policies as the business has matured. Generally the handbook has been adjusted to fit with general business needs. Ms. Ball said Mr. Berenter reviewed the handbook as well in order to have it thoroughly reviewed. The copy included for review today is a redlined version and includes some changes and clarifications.

(a) Employee Grievances

Mr. Kelly said this is a clarification based on business needs. It was noted that the previous policy did not include a path for situations where if the grievance was against the Executive Director and it was decided that there should be a separate path directly to the Chairperson, should such a grievance transpire. This is an example of simply clarifying an existing policy.

(b) Privacy & Security updates included in policies and procedures

Ms. Ball said the Privacy and Security Policies were implemented in the fall and on an interim basis employees have signed a document that included those policies. Those documents have now been incorporated into the employee handbook and going forward employees will sign an acknowledgement of receipt of those policies.

Mr. Kreiling asked if there is a policy requiring screen time shutdown. Mr. Kelly will follow up.

(c) Parking Policy

Ms. Ball said previously there was not a parking policy, this new policy states that all employees are responsible for paying for their own parking. YHI's lot is one of the better rates available downtown at \$60 per month.

(d) PTO

Ms. Ball said the PTO Policy went before the Board in April and was approved. It has now been updated in the handbook. In addition, the option to donate PTO to coworkers was removed from the handbook. The main factor behind this change is that there are tax ramifications to the person donating the PTO so it's best to just not offer this option.

(e) Holidays

The Holiday schedule was originally based on a fairly standard listing. But with open enrollment beginning in October, it makes more sense to eliminate one of the November Holidays.

Ms. Vauk mentioned the floating holiday concept. Mr. Kelly said he has used floating holidays in the past and really likes the concept if the committee decides to go that route. Mr. Kreiling said that his company has a policy of no more than 2 days off in a row during open enrollment.

(f) Employee Conduct

Ms. Ball said a clarification was made to the employee conduct section in the handbook in regards to company-sponsored events at which alcohol is served.

Ms. Vauk asked for clarification on paying or reimbursing for alcohol. Mr. Kelly will follow up and check to see if that is written in the Policy, but said YHI does not reimburse for alcohol.

(g) Edits resulting from legal review

Several edits were made to the handbook overall that did not change the content or meaning but changed the wording resulting in a clearer way of phrasing a specific policy.

(h) Travel & Other Expense Reimbursement Policy

Ms. Ball said this section was removed from the handbook as this topic is now maintained with other financially related policies and procedures.

Motion: Mr. Settles moved that the Personnel Committee approve and recommend to the Board the revisions to the handbook as discussed at this meeting.

Second: Mr. Kreiling.

The motion carried.

9. NEXT MEETING

The next meeting will likely be held in early April.

10. ADJOURN

The Committee adjourned at 8:26 am.

Signed and respectfully submitted,



Ms. Margaret Henbest, Committee Chair