

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

**PERSONNEL COMMITTEE
MINUTES
FEBRUARY 25, 2014**

1. COMMITTEE MEMBERS PRESENT

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

2. OTHERS PRESENT

- Ms. Tresa Ball, Your Health Idaho
- Ms. Amy Dowd, Your Health Idaho

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. Margaret Henbest, Chair of the committee (Chair), at 1:04pm, Tuesday, February 25, 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.

4. ROLL CALL

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

5. MEETING MINUTES REVIEW: JANUARY 8, 2014

Motion: Mr. Self moved to approve the minutes from the January 8, 2014, meeting.

Second: Mr. Shores.

The motion carried.

6. REVIEW OF AGENDA

Motion: Mr. Self moved to make the Staff PTO discussion the first item on the agenda to accommodate the schedule of Ms. Dowd.

Second: Ms. Geyer-Sylvia.

The motion carried.

7. YHI PERSONNEL PTO

The Chair mentioned that she and Ms. Dowd had discussed the importance of ensuring that Your Health Idaho personnel are getting appropriate relief as they are all working long hours and often over the weekend. Currently, Your Health Idaho (YHI) personnel accrue up to two weeks of PTO per year, which includes sick time and personal time.

Ms. Dowd explained that going into the summer, there may be opportunities for staggered downtime. She and Ms. Ball discussed the possibility of scheduling staggered 40 hour flex/PTO for the YHI leadership team, which includes the operations project manager, communications director and finance director.

Ms. Geyer-Sylvia suggested considering offering up to three weeks of PTO, which is general practice for employees at the level of the leadership team. She also suggested allowing the borrowing of PTO time in the first year, so personnel do not need to wait to complete their first year of service to use all of their PTO time.

Ms. Ball suggested there are two approaches to give additional PTO to the YHI leadership team:

- Change the YHI PTO policy to make it more lucrative
- Leave the policy the same and give an extra 40 hours of PTO to the leadership team in the first year

Mr. Self and Ms. Vauk support adjusting the policy to increase PTO for the leadership team and adding additional PTO into the leadership team's PTO banks for this year. The Committee reached consensus on this direction and requested that Ms. Ball amend the YHI PTO policy for Committee review at the next meeting.

8. STAFFING UPDATE

(a) Staffing Plan

Ms. Dowd updated the Committee that Your Health Idaho is working to develop an Idaho-specific and unique design for the Consumer Resource Center. Once the design for the Consumer Resource Center is approved and an RFP is issued in the coming months, Ms. Dowd will be able to present a more detailed YHI staffing plan to the Committee for review.

(b) CCHIO Discussion and IT Role

Ms. Dowd updated the Committee that CCHIO continues to suggest that Your Health Idaho have an IT role, perhaps in the form of a contractor, that has expertise in technology and can work closely with vendors in oversight and implementation of Idaho's technology solution. CCHIO will likely raise this suggestion again during the Your Health Idaho phase gate review in March.

Your Health Idaho has added an IT role as part of the PMO contract with Accenture, and Ms. Dowd is leveraging that role to the extent possible. When there are technology decisions to be

made, Ms. Dowd is pulling in a carrier technology liaison, a DHW technology liaison and the Accenture IT consultant for input, and then she is making technology decisions as needed since there is not a team member with the expertise to make decisions on architecture, infrastructure or SLAs. While this process can work, Ms. Dowd feels that it is a risk to the technology project to not have an IT lead.

Ms. Vauk said that putting an IT focused resource in place makes sense both in the near term to oversee the technology build and manage the vendors and in the long-term to manage the technology solution. Ms. Geyer-Sylvia agrees that Your Health Idaho may want to consider a mid-level employee that is IT focused, can be a part of the build now and oversee on-going maintenance and operations projects moving forward.

The Committee directed Ms. Dowd to develop a job description for a full-time employee to serve in an IT role and to bring the job description along with a recommended salary range to the Committee at the next meeting. At that meeting, the Committee will review the job description and vote on recommending for Finance Committee review and Board approval, the posting of the IT position.

9. COMMITTEE CHARTER

The Committee reviewed the Charter that had been approved by the Board on February 7, 2014. The following changes were recommended.

- Changing references to 'employees' and 'staff' to "personnel" throughout the document.
- Section 1-Purpose: The Committee recommended removing the existing language in this section and replacing it with "The Committee is established to assist the Board in fulfilling its oversight responsibilities of YHI personnel. The Committee oversees YHI's policies, programs and procedures for employee hiring, evaluating, promoting, and compensation"
- Section 2: The Committee discussed that it is important to call out that one of the primary responsibilities is to oversee the annual evaluation of the Executive Director. A new section 2.1 should be added to read: "Executive Director Evaluation and Compensation. The Committee will, at least annually, collect and consolidate YHI goals and objectives, oversee the Board's process to evaluate the performance of the Executive Director against those goals and objectives and make a recommendation on Executive Director compensation to the Board."
- Section 2- Compensation: This section should be edited to reflect that the Committee will review and oversee a total compensation policy to include pay and benefits for YHI personnel.
- Section 2- Policies: The Committee suggested removing the current text and replacing it with text to reflect Committee oversight of personnel policies. The suggested updated language is: "The Committee shall oversee and review personnel policies, including the handbook. The Committee shall make recommendations to the Board as necessary regarding recommended changes to YHI personnel policies."

- Section 2- Board Self-Evaluation. The Committee recommends removing this responsibility from the Charter as they feel this is a responsibility that is more appropriate for the Governance Committee.
- Section 2- The Chair suggested adding an additional responsibility in section 2 that notes that the Committee shall serve as a resource to the Executive Director. The suggested language for this additional responsibility would be: “Resource to Executive Director: The Committee shall serve as a resource to the Executive Director on personnel issues and policies.”

As part of the discussion, the Committee suggested whether the annual review of the Executive Director should be matched to the current fiscal year schedule or to a calendar year schedule.

10. EXECUTIVE SESSION

Motion: The Chair moved to enter into Executive Session to discuss personnel matters pursuant to Idaho Code §67-2345(1) (a) & (b).

Second: Mr. Self.

Executive Session Roll Call: The Chair called the Executive Session roll call and determined that the Chair, Director Armstrong, Ms. Geyer-Sylvia, Mr. Self, Mr. Shores and Ms. Vauk were present. The Committee entered Executive Session at 2:04 pm.

The Executive Session ended at 2:45 pm. The Committee took no final action nor made any final decisions while in Executive Session.

11. NEXT MEETING

The next Committee meeting will be held on March 5 or March 6. The exact time will be set based on the availability of Committee members.

12. ADJOURN

The Chair adjourned the meeting at 2:48 pm.

Signed and respectfully submitted,



Margaret Henbest, Committee Chair