

**IDAHO HEALTH INSURANCE EXCHANGE  
DBA YOUR HEALTH IDAHO  
PERSONNEL COMMITTEE  
MINUTES  
APRIL 23, 2014**

**1. COMMITTEE MEMBERS PRESENT**

- Ms. Margaret Henbest, Chair
- Ms. Zelda Geyer-Sylvia
- Ms. Karen Vauk
- Director Dick Armstrong

**2. OTHERS PRESENT**

- Ms. Amy Dowd, Your Health Idaho
- Ms. Cheryl Fulton, Your Health Idaho
- 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. Margaret Henbest, Chair of the Committee (Chair), at 8:03am, Wednesday, April 23, 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 Ms. Vauk, Director Armstrong, and Ms. Geyer-Sylvia were present, resulting in a quorum.

Mr. Shores and Mr. Self were absent.

**5. MEETING MINUTES REVIEW: March 5, 2014**

There were no changes to the March 5, 2014 Minutes.

Motion: Ms. Geyer-Sylvia moved to approve the minutes from the March 5, 2014 meeting.

Second: Ms. Vauk.

The motion carried.

**6. REVIEW OF AGENDA**

There were no changes to the agenda.

## 7. COMPENSATION PROCEDURE

Ms. Henbest said the intent is to look at the YHI procedure for compensation practice, review it at the May meeting of the Personnel Committee and then make a recommendation to the Finance Committee for market based review, and merit increases for Fiscal Year 2015. Ms. Henbest, Ms. Ball and Ms. Dowd met with Mr. Kelly prior to the meeting to determine how and when compensation related recommendations need to be transmitted to the finance committee in order to be approved for the annual budget cycle.

Ms. Ball spoke about the YHI compensation procedure, which includes one process for evaluating pay for all positions pay and a second process evaluating individual situations, such as new hires. The document included input from Ms. Henbest, Ms. Dowd and Mr. Kelly.

### **(a) Section I - Overview**

Ms. Ball said that the first section is an introduction section to the entire document designed to allow YHI to attract, to retain and motivate highly-qualified employees. Per its Charter, the Personnel Committee is responsible for providing oversight for total compensation programs. The Executive Director implements and administers those programs by making decisions regarding individual employee compensation in alignment with YHI policies, procedures and budgets.

### **(b) Section II - Budgeting**

Ms. Ball said the second section relates to budgeting and the timeline around when Committee recommendations need to be made to the Finance Committee, when the Finance Committee reviews the recommended compensation-related funding and incorporates it into the proposed budget and when the Board approves the finalized fiscal year budget.

There was discussion surrounding the compensation cycle which is currently based on the YHI fiscal year from July 1 to June 30 and how it could be difficult to execute on that timeline. The Chair said the important thing to remember, regardless of whether it can be done in the current cycle, is that the Finance Committee needs the 60 days in order to incorporate the compensation recommendations into the proposed budget.

The Committee discussed the different areas that would need to be revisited each year for budgeting purposes including compensation and benefits. The Committee determined that if there was an increase in the cost of benefits, then it would be a Board discussion, whereas if the cost remains the same it is only a budget discussion for the Finance Committee. Ms. Dowd added that renewal and rates for health benefits will not change in October. Ms. Geyer-Sylvia suggested setting next year's plans up now so that we don't see a rate increase.

Action Item: Ms. Dowd will discuss the benefits situation with the Finance Committee in May and report back at the next Personnel Committee meeting.

### **(c) Section III – Market & Merit Increase Review**

Ms. Ball said that the third section focuses on merit and market increases, how those are determined and the timing of those two potential increases.

Ms. Ball recommends conducting market analysis every other year. She will perform a market review by obtaining survey data and then evaluating pay within those ranges by position and then aligning within the practice.

Ms. Ball is recommending a merit increase review annually. Ms. Dowd or the direct supervisor will conduct individual performance reviews annually, evaluate pay compared to the market, and then recommend a merit increase based on performance. The resulting summary report would come back to the Committee who would then make a recommendation to the Board for approval. Any recommended increases would then be in effect at the beginning of the new fiscal year starting July 1.

The Chair noted that the Board would have discretion over Ms. Dowd's increases and Ms. Dowd would have discretion over staff increases. The Committee agreed to remove the word "all" from the sentence on page 2, Section 2 line "a-i" in order to allow for more flexibility in the process as the organization grows.

**(d) Section IV – Individual Position Review**

Ms. Ball said the fourth section focuses more on individual positions and how pay relates to a new hire, a promotion or a change in role. Base pay is determined from market reviews and is approved by the Executive Director provided the approved budget is not exceeded.

**(e) Section V – Variable Pay**

The last section explains variable pay, such as incentives and bonuses. Variable pay is a piece of total compensation including bonus, goals achievement, etc. Variable pay has not been defined yet, and YHI does not have it in place yet.

Ms. Ball said if there is consensus with the Compensation Procedures as discussed and amended, she will conduct the market review and bring this back to Committee for review and approval.

Motion: Ms. Geyer-Sylvia moved to approve the Compensation Procedures as amended.

Second: Ms. Vauk.

The motion carried.

**8. EXECUTIVE SESSION**

Motion: The Chair moved that the Committee convene in Executive Session to consider personnel matters pursuant to Idaho Code 67-2345 (1) (a) & (b).

Second: Ms. Geyer-Sylvia.

Executive Session Roll Call: The Chair called the Executive Session roll call and determined that Ms. Vauk and Ms. Geyer-Sylvia were present. Mr. Shores and Mr. Self were absent. The Committee entered Executive Session at 8:58am.

The Executive Session ended at 9:47am. The Committee took no action nor made any decisions while in Executive Session.

**15. NEXT MEETING**

The Committee decided that the next Personnel meeting will be held around May 7, 2014.

**11. ADJOURN**

The Chair adjourned the meeting at 9:50am.

Signed and respectfully submitted,

  
Margaret Henbest, Committee Chair