

**IDAHO HEALTH INSURANCE EXCHANGE
DBA YOUR HEALTH IDAHO
PERSONNEL COMMITTEE
MINUTES
JULY 1, 2014**

1. COMMITTEE MEMBERS PRESENT

- Ms. Margaret Henbest, Chair (via teleconference)
- Mr. Dave Self, Vice Chair
- Ms. Zelda Geyer-Sylvia
- Ms. Karen Vauk

2. OTHERS PRESENT

- Ms. Amy Dowd, Your Health Idaho
- Ms. Cheryl Fulton, Your Health Idaho
- Ms. Jennifer Dickey, Your Health Idaho
- Mr. Stephen Weeg, Chair of the Board (via teleconference)
- Ms. Tresa Ball, HR Precision
- Mr. Steve Berenter, Hawley Troxell
- Mr. Brody Aston, Lobby Idaho, LLC

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 Mr. Dave Self, Vice Chair of the Committee (Vice Chair), at 4:33 pm, Tuesday, July 1, 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 Vice Chair took roll call and determined that the Vice Chair, Ms. Henbest (via teleconference) and Ms. Vauk were present, resulting in a quorum. Ms. Geyer-Sylvia arrived at 4:37 pm.

Mr. Shores and Director Armstrong were absent.

5. MEETING MINUTES REVIEW: May 6, 2014

There were no changes to the May 6, 2014 minutes.

Motion: Ms. Vauk moved to approve the minutes from the May 6, 2014 meeting as presented.

Second: Ms. Henbest.

The motion carried.

6. REVIEW OF AGENDA

Ms. Dowd requested to move the roadmap discussion to the beginning of the meeting.

7. REVIEW ROADMAP

Ms. Dowd reviewed the Personnel Committee Roadmap and there were no additions or changes. Upcoming Committee actions include the annual self-evaluation of the Committee and the effectiveness of the Committee Charter (August), review of the personnel policies and employee handbook (August), and the review and recommendation to the Board YHI and individual key goals and weighting of key goals (September).

8. COMPENSATION REVIEW

Ms. Dowd reviewed the FY15 Compensation Plan.

(a) Compensation Procedure: Executive Director Responsibilities

Ms. Dowd said the role of the Executive Director (ED) is to administer compensation-related programs within the approved budget. In addition, the ED is responsible for providing an aggregate report to the Personnel Committee of the market review, merit increase results, and variable pay results.

(b) Update

Ms. Dowd updated the Committee on what she has completed to date which included the following:

- The market review has been completed, and the results were discussed at May 6 and May 19 Personnel Committee meetings in conjunction with the budget recommendations.
- The Compensation FY15 Budget was approved at the June 20, 2014 Board meeting (excluding the 2% market line item per the Finance Committee).
- The Executive Director has provided a compensation report to the Personnel Committee which is detailed in section "e" below.

(c) Next Steps: Base Pay

The Executive Director has completed performance evaluations and determined applicable merit increases which are to be effective July 1, 2014.

(d) Next Steps: Variable Pay

Ms. Dowd reminded the Committee members that the Board approved the YHI strategic planning goals at the June 20 Board meeting. Based on those goals, the ED will define the YHI goals and individual key goals, weight key goals, and determine target variable pay amounts. Those goals then need to be reviewed and approved by the Personnel Committee and presented to the Full Board by the end of the first quarter of Fiscal Year 2015.

At the end of FY 15, the ED will evaluate each employee and utilize that measurement to calculate eligible variable pay (the amount of target pay based on goal achievement). Once completed by the ED, those evaluations will be reviewed and approved by the Personnel Committee.

(e) Compensation Update

Ms. Dowd reviewed the table presented to the Committee which included:

- Merit: Budgeted \$14,973; Allocating \$9,694; Remaining Balance \$5,279
- Individual Position Review: Budgeted: \$30,000; Allocating \$8,415; Remaining Balance \$21,585

There was some discussion around the goals that will need to be weighted and measured by the Executive Director. This discussion provided Ms. Dowd with some basic guidelines to follow when defining the variable pay with an anticipated target payout of 80%.

9. EXECUTIVE SESSION

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

Second: Ms. Vauk.

Executive Session Roll Call: The Vice Chair called the Executive Session roll call and determined that the Ms. Henbest, Ms. Geyer-Sylvia, and Ms. Vauk were present resulting in a quorum. The Committee entered Executive Session at 5:03 pm.

The Executive Session ended at 6:18 pm. The Committee took no final action nor made any final decisions while in Executive Session.

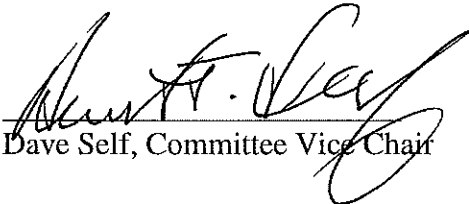
10. NEXT MEETING

There was no discussion of next meeting dates.

11. ADJOURN

The Vice Chair adjourned the meeting at 6:18 pm.

Signed and respectfully submitted,


Dave Self, Committee Vice Chair