

**IDAHO HEALTH INSURANCE EXCHANGE
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**AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE
MINUTES
AUGUST 1, 2014, 7:30 AM MDT**

1. COMMITTEE MEMBERS PRESENT

- Mr. Stephen Weeg, Chair (via teleconference)
- Ms. Margaret Henbest (via teleconference)
- Dr. John Livingston
- Representative John Rusche (via teleconference)
- Mr. Dave Self

2. OTHERS PRESENT

- Mr. Jesse Lewin, Burson-Marsteller
- Mr. Mike Stoddard, Hawley-Troxell
- Tresa Ball, HR Precision

3. CALL TO ORDER

Following proper notice in accordance with Idaho Code § 67-2343, the Ad Hoc Executive Director Search Committee meeting of the Idaho Health Insurance Exchange (Exchange) was called to order by Mr. Stephen Weeg, Chair of the Committee (Chair), at 7:32am, Friday, August 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 Chair (via teleconference) took roll and determined that Ms. Henbest (via teleconference), Dr. Livingston, Representative Rusche (via teleconference), and Mr. Self were present resulting in a quorum.

5. REVIEW OF AGENDA

There were no changes to the agenda.

6. ROLES & RESPONSIBILITIES OF COMMITTEE

The Chair discussed that the goals of today's meeting were to discuss the roles and responsibilities of the Ad Hoc Executive Director Search Committee in the coming days and weeks. He mentioned that the Board had given clear direction to the Committee to move swiftly

to begin candidate recruitment, first through local networks, and if needed, through issuing an RFP for professional search firm to assist.

Ms. Ball updated the Committee that she has posted the position, asked Board members for referrals, and sourced via networking and cold-call emails for interest and/or referrals. So far she has five candidates that she will conduct phone screening calls with next week. She also has received responses from cold call emails from an additional five potential candidates. Limited response has been received from board member referrals, so Ms. Ball was asked to send a reminder email. Additionally, Ms. Ball told the Committee that she has drafted an RFP for review by Mr. Steven Berenter for a professional search firm should one be needed.

(a) Discussion of Executive Director Candidate Qualities

Mr. Self raised the point that in addition to recruiting and finding a candidate, the other task the Board had discussed as part of the Executive Director search process was identifying the qualities and experience the Board sees for the Executive Director role moving forward.

All of the Committee members contributed to the discussion and determined a set of traits they considered important in the next Executive Director. There was consensus among the Committee that in the second year and beyond the role will shift from a heavy focus on project management to on-going business development and on-going relationship building with key stakeholders and the Board. Now that YHI has an IT Director in place, much of the technology management responsibilities will live with that role.

The key qualities the Committee discussed included:

- **Business management experience and acumen:** The Committee felt the skills of a CEO with knowledge of running a business and demonstrated strategic leadership ability were paramount to all other qualities. The next ED will play a key role in staff management, Board management and key relationships with stakeholders, managing contracts, managing/mitigating risk, and managing the financial aspects of the Exchange. A robust business leadership background will enable an individual to be successful in this role.
- **Knowledge of Health Insurance Policy & Idaho's Health Insurance Market:** The Committee discussed this as a secondary priority. In subsequent years someone with a business background could learn the policy as needed and can also work with the YHI policy analysts for policy interpretations. The Committee also discussed the benefits of an individual with local connections and relationships with the Department of Insurance, agents and brokers and the Idaho Health Insurance market.
- **Government Management Skills:** The Committee discussed that the political relations aspect of the Executive Director role will be important in the long-run, but that many of these relationships can be managed by the Board. There was discussion that having the ability to communicate with and maintain a positive relationship with CMS is important in the long-run.

The Chair mentioned that nearly all of the qualities that the Committee discussed are in the current job description posting for the Executive Director. Some of the priorities may need to be tweaked and revisited based on today's discussion. The Chair discussed the possibility of passing a motion at the next meeting to adopt the key priorities for the Executive Director position. Rather than delay the selection process, the recommendation was discussed to share the key qualities discussed with board members while continuing to move forward with the recruiting and selection process as assigned to the committee.

7. OVERVIEW OF EXECUTIVE DIRECTOR SEARCH PROCESS

The Committee discussed the desire to move forward as diligently as possible. They reached consensus around the following path forward.

- **Week of 8/4**
 - Ms. Ball will conduct initial phone screenings with candidates referred to date
 - Ms. Ball will send out a summary of the priorities for the position discussed at today's meeting to the Board and ask again for referrals from Board members
 - The Committee will meet on Friday, August 8 to get a read-out of the calls conducted by Ms. Ball and Ms. Henbest
- **Week of 8/11**
 - Candidate screening calls with Ms. Ball and Ms. Henbest and other Committee members as needed will continue
 - The Committee will meet on Friday, August 15, to discuss progress and to determine any recommendations to bring to the Board at the August 20 meeting.

By the August 20 meeting, the Committee hopes to bring a path forward to the Board on conducting a final round of interviews or to make a recommendation if issuing an RFP for a search firm is needed.

Compensation for the Executive Director will be an on-going discussion and is also being reviewed by the Personnel Committee.

8. NEXT MEETING

The next meetings will be held on August 8 and August 15 at 9:00 AM MDT at Hawley-Troxell.

9. ADJOURN

There being no further business before the Committee, the Chair adjourned the meeting at 8:23 AM MDT.

Signed and respectfully submitted,



Stephen Weeg, Committee Chair