

**IDAHO HEALTH INSURANCE EXCHANGE
DBA YOUR HEALTH IDAHO
AD HOC PERSONNEL MEETING AGENDA**

**November 19, 2013
1:00-1:30 PM
Capital Building
West Wing Room WW17 (lower level)**

Chair Henbest called the meeting to order at 1:05pm.

Attendance: Chair Henbest, Ms. Geyer-Sylvia, Mr. Shores, Director Armstrong (ex officio)
Absent: Ms. Vauk, Mr. Self

Chair Henbest opened by stating the purpose of the meeting was to have a logistical discussion for planning Ad Hoc committee meetings, including the committee's scope of work and timing for upcoming meetings. After discussion, the following scope was identified, which will also include committee recommendations:

- Develop a process of evaluation for the Executive Director position and the Board of Directors, as well as a review process for staff evaluations
- Review the compensation practice currently in use
- Review the current practice for determining current and future personnel needs of Your Health Idaho, including: specific skill sets, job descriptions, employee vs. contractor status, and leasee vs. employee status
- Review the employee manual and orientation process including the process for regular update

Other Business

The next meeting was tentatively scheduled for 2pm on 11-26-13.

Adjourn

There being no further business, Chair Henbest adjourned the meeting at 1:30pm.

Respectfully signed and submitted by



Margaret Henbest, Chair