

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

**AD HOC PERSONNEL COMMITTEE MINUTES
DECEMBER 19, 2013**

1. CALL TO ORDER

Following proper notice in accordance with Idaho Code § 67-2343, the Ad Hoc Personnel Committee meeting of the Idaho Health Insurance Exchange (Exchange) was called to order by Ms. Margaret Henbest, Chair of the Committee (Chair), at 9:36 am, Thursday, December 19, 2013, 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.

ROLL CALL:

AD HOC COMMITTEE MEMBERS PRESENT

- Ms. Margaret Henbest, Ad Hoc Committee Chair
- Director Dick Armstrong
- Ms. Zelda Geyer-Sylvia
- Mr. Tom Shores
- Ms. Karen Vauk (via teleconference, joined at 9:45 am)

OTHERS PRESENT

- Ms. Amy Dowd, YHI Executive Director
- Ms. Tresa Ball, HR Precision
- Mr. Steve Berenter, Hawley-Troxell

2. REVIEW & APPROVE PRIOR MEETING MINUTES

Motion: Mr. Shores moved to approve draft minutes from 11/19/13 and 11/26/13.

Second: Ms. Geyer-Sylvia; motion carried.

3. REVIEW OF EXECUTIVE DIRECTOR PERFORMANCE APPRIASAL PROCESS

The Chair suggested that items 1 and 2 on the agenda be reversed to allow the remaining committee members time to arrive and participate in the meeting.

(a) Performance Management Process. Ms. Ball presented draft documents (attached) for the performance appraisal process for the Executive Director, which can be used, if adopted, as the framework for the performance appraisal process for all YHI employees.

The first document outlines the Performance Management Process, which incorporates 4 key steps and is a proactive, continuous cycle

1. Establish Expectations

The key expectations are formalized annually and are documented using the Performance Evaluation form. The expectations generally include: strategic goals, short term objectives, and key competencies.

2. Provide Coaching

The goal of coaching is to maintain an on-going dialogue throughout the year. For the Executive Director this could be a designated board member providing feedback. For YHI staff, this may happen in an informal 1:1 setting.

3. Measure Results

Results are measured against expectations during the annual review

The Executive Director would provide a self-assessment, and board members or select board members would be included in the process. There was discussion about including the entire board in the initial assessment to be completed by the end of January.

4. Review Results & Hold Accountable

There was discussion about this being the shared responsibility of the Personnel Committee Chair and the Board Chairman.

Mr. Shores suggested that on-going education opportunities for the ED are important to meet specific goals. Ms. Ball said that on-going coaching or educational opportunities could be tied to strategic or annual goals and included under the areas of development section in the evaluation.

Outstanding decision points:

Timing of Evaluations: Ms. Ball suggested measuring performance based on calendar year initially, and then moving to the appropriate timeline that makes sense for the organization. Ms. Geyer Sylvia stated that evaluation is typically tied to compensation, and that for this reason, the evaluation should be tied to the business plan and the fiscal year. The committee agreed that the process needed to move in this direction. This issue will be taken back to the entire board for discussion, and referred to the Finance Committee for further consideration. For the initial evaluation, the committee decided to reflect back on expectations from hire to the end of 2013, and to begin to articulate expectations for the 2014 calendar year.

Evaluation group: The Board will need to decide who is involved in the evaluation process for the Executive Director.

Next Steps:

The committee decided to use the draft Performance Evaluation tool provided by Ms. Ball, and review the key competencies, considering what might be missing, consolidated, or organized in order of rank and importance. These revisions are to be returned to the Chair the first week of January 1, 2014, and then reviewed and finalized by the committee prior to the board meeting on the 10th. Based on feedback from the committee, Ms. Ball will develop the survey to be sent to the Board after the January 10, 2014 meeting. The survey will go out to all board members requesting evaluation feedback for the ED. The committee will then review the feedback at

the next meeting, with a target of completing the valuation process including meeting with the ED by the end of January.

(b) Executive Director Job Description. Ms. Ball discussed that there is not an official job description for the Executive Director position and that updating the job description should be an action item for 2014. Ms. Vauk mentioned that what exists is the original job posting, which provided a brief outline of duties and responsibilities. The job description would include competencies and skills required of the person in the position, which would be measured in more detail in the evaluation.

(c) Articulating Expectations & Goals for 2013 Evaluation of the Executive Director. The committee discussed that the description of duties for the Executive Director was not put before the full Board given the time constraints before the Board upon inception. Ms. Vauk and Ms. Geyer-Sylvia suggested that Ms. Dowd should be involved in creating a first draft of expectations for the ED position.

There was consensus among the committee was that Ms. Dowd and Ms. Ball would build the expectations list for 2013, including measurable milestones and draft goals and objectives for 2014. The Chair suggested that the following Board members review and provide feedback of the expectations, goals and objectives: Director Armstrong, Director Deal, Mr. Weeg and the chairs of the committees. Chairman Henbest will explain the process and request their feedback by the first week in January, so that these expectations can be incorporated in the performance evaluation tool and presented to the entire board on January 10th.

(d) Timing of Executive Director Review. The Chair said that the Executive Director's six month review would be held in January 2014. .

Ms. Dowd informed the committee that she arranged for Your Health Idaho staff performance discussions over the holidays, and agreed to bring some of the staff feedback to the committee.

4. EXECUTIVE SESSION

Motion: "I Zelda Geyer-Sylvia, hereby move that that the committee, pursuant to Idaho Code Section 67-2345, convene in Executive Session to consider personnel matters pursuant to [Idaho Code §67-2345(1) (a) & (b)]"

Second: Mr. Tom Shores; motion carried.

Roll call was provided for Executive Session and the Chair stated that Executive Session would start at 10:50am.

The Executive Session adjourned at 11:40 am the committee neither took final action nor made any final decisions while in Executive Session.

Adjourn

There being no further business, the Chair adjourned the meeting at 11:41am.

Signed and respectfully submitted by:



Ms. Margaret Henbest, Chair