



**Idaho Health Insurance Exchange
DBA Your Health Idaho**

**Executive Committee Meeting Minutes
Friday, January 26, 2024**

Committee Members Present

- Ms. Janice Fulkerson, Committee Chair (via videoconference)
- Ms. Heidi Hart, Vice Chair (via videoconference)
- Ms. Tara Malek (via videoconference)
- Mr. Kevin Settles (via videoconference)
- Mr. Wes Trexler for Director Dean Cameron (via videoconference)

Others Present

- Mr. Pat Kelly, Your Health Idaho
- Mr. Kevin Reddish, Your Health Idaho
- Ms. Kilee Lane, Your Health Idaho (via videoconference)
- Ms. Nichol Lapierre, Your Health Idaho (via videoconference)
- Ms. Julie Sparks, Your Health Idaho
- Mr. Mike Stoddard, Hawley Troxell (via videoconference)

1. Call to Order

Following proper notice for a special meeting in accordance with Idaho Code Section 74-204, the Executive Committee meeting of the Idaho Health Insurance Exchange (Exchange) was called to order by Ms. Fulkerson (Chair) at 1:03 p.m., Friday, January 26, 2024, at the offices of Your Health Idaho. In accordance with Idaho Code Section 74-203 (1), the meeting was open to the public and streamed in video conference format via GoToMeeting and the Idaho Public Television web site. Members of the public were encouraged to access the audio stream by dialing into a telephone number and view the materials by accessing a meeting link that were included in the notice of meeting posted on the Exchange Board's website, social media platforms, and at the meeting location.

2. Roll Call

Chair Fulkerson called roll and determined Ms. Hart, Ms. Malek, Mr. Settles, and Mr. Trexler for Director Cameron were present, resulting in a quorum.

3. Review Agenda

Chair Fulkerson reviewed the agenda, no changes were made.

4. Executive Committee Role

Mr. Kelly began the meeting with a brief review of the Executive Committee's role. The Committee may meet and take action to respond to urgent issues where it is not practical to hold a Board meeting. Any significant Committee actions must be reviewed and ratified or amended by the full board.

5. View Pointe Updates

Your Health Idaho (YHI) acquired the View Pointe property in February 2020. Inspections done at the time of purchase indicated that some maintenance, particularly in the HVAC equipment, may have been deferred. A \$100,000 credit was applied to the purchase price for expected future maintenance, which has been spent over the last three years. The building is fully leased, and the tenants were pleased with the space until the building began experiencing frequent issues with the elevator and HVAC systems. One tenant has indicated they may request rent relief. Mr. Kelly explained that the costs of re-tenanting would be substantial, and repairs would still need to be completed.

There are three areas of concern that need to be addressed: fire safety, HVAC, and the elevator. All three areas are specific to the tower and have some element of health, safety, ADA compliance, and tenant comfort and safety. The approved View Pointe capex is \$60,000 for FY24, \$33,000 of which remains uncommitted.

Regarding fire safety, two bids have been received. The bid from Peak Alarm came in at \$70,000 and the Mountain Alarm bid was \$64,000. Once the bid is awarded and the permits approved by the city, the electrical work for the repairs will need to be bid out as additional expenses. There is not yet an estimate for that work.

The second area of concern is the elevator in the tower, which is original to the building. While we have kept up with scheduled maintenance and repairs, there continues to be issues with the only elevator in the building. In one week, the tower experienced five elevator failures in one week. It is difficult to get a long-term view of what repairs are needed because as soon as one issue is fixed, something else breaks. As of right now, the elevator is operational. We would need authority to repair it in the future as our capital expenditure funds are likely to be expended today.

The HVAC system has been maintained on a quarterly schedule and needed repairs have been made as they have come up. The current contractor is very responsive and has historical knowledge and familiarity with the system. Capital reserves for the building have been estimated at \$1.5 million in our cash flow projections. We are requesting the

authority to invest in a long-term solution. The items in the HVAC system requiring attention can be broken down into three areas: chillers, boilers, and air handlers. These items have lead times starting at six months through the beginning of 2026, with a total estimated cost for the HVAC system replacement between \$1.2 million and \$1.4 million.

Mr. Kelly noted that if we are unable to make the building a space that our tenants can enjoy, we will be in violation of our lease as a landlord. Cash reserves are kept for this type of issue and YHI's cash on hand plus the CDs that will mature this year totals \$1.5million, excluding \$8 million for YHI operations.

Mr. Kelly and the members of the committee discussed the options at hand, including looking into procuring financing for the projects, payment schedules, and the need to get a second bid on the HVAC work. They discussed the concern over long lead times and agreed that sharing the plan with the tenants and being transparent about the lead times was the right thing to do, as no tenants have yet made a formal request to complete the repairs by a specific date.

Ms. Malek made a motion, stating: given the potential urgent nature of these fire system repairs, the Executive Committee deemed it appropriate to take action and approve the selection of Peak Alarm to complete the work consistent with the City of Boise approved plans estimated at a not-to-exceed amount of \$70,000 plus electrical work as defined in the approved plans and delegate authority to the Executive Director to negotiate and execute contracts consistent with the work as presented today and as may be deemed necessary by the Executive Director, any contrary requirements in YHI's procurement policy are waived to allow the execution of contracts. **Second:** Mr. Settles. **The motion carried.**

Mr. Settles made a motion, stating: given the potential urgent nature of these repairs, the Executive Committee deemed it appropriate to take action and approve work necessary to ensure elevator operation meets or exceeds requirements to remain in ADA, secure bids from two elevator contractors when feasible, and delegate authority to the Board Chair, Finance Chair, and Executive Director as they agree to negotiate and execute contracts consistent with the work as presented today and as may be deemed necessary by the Board Chair, Finance Chair, and Executive Director, any contrary requirements in YHI's procurement policy are waived to allow the execution of contracts. **Second:** Ms. Malek. **The motion carried.**

Ms. Malek made a motion, stating: given the potential urgent nature of these repairs, the Executive Committee deemed it appropriate to take action and approve the selection of a vendor to complete the work necessary to ensure HVAC operations that meet or exceed requirements to remain in compliance with existing leases at a not to exceed amount of \$1.368 million and delegate authority to the Board Chair, Finance Chair, and Executive Director to negotiate and execute contracts consistent with the work as presented today and as may be deemed necessary by the Board Chair, Finance Chair, and Executive Director, any contrary requirements in YHI's procurement policy are waived to allow the execution of contracts. **Second:** Mr. Settles. **The motion carried.**

Chair Fulkerson stated pursuant to the Executive Committee Charter, in my discretion, given the necessary expenditures contemplated by the three resolutions compared to YHI's yearly budget, the regularly scheduled board meeting on March 15 is an appropriate date for the Board to consider ratifying and approving the actions of the Executive Committee.


6. Next Meeting

This committee will meet briefly immediately following the March 15, 2024 board meeting to approve the meeting minutes from today's meeting.

7. Adjourn

There being no further business before the committee, the Chair adjourned the meeting at 1:48 p.m.

Signed and respectfully submitted,



Janice Fulkerson, Committee Chair