



STATE OF CONNECTICUT

LIEUTENANT GOVERNOR NANCY WYMAN

Connecticut Health Insurance Exchange Human Resources Subcommittee Special Meeting

Human Resources Subcommittee

Thursday, May 28, 2015
Capitol Building Room 410
Meeting Minutes

Members Present:

Robert Tessier (Chair); Robert Scalettar, M.D.; Vicki Veltri

Members Absent: Maura Carley

Other Participants:

James Wadleigh, Melinda Brayton Ravitz

I. Call to Order and Introductions

The Meeting of the Human Resources Subcommittee was called to order at 12:08 p.m.

II. Review and Approval of Minutes

Robert Tessier requested a motion to approve the minutes from the February 10, 2015 Special Meeting. Motion was made by Robert Scalettar, MD and seconded by Vicki Veltri. ***Motion passed unanimously.***

III. Kardas Larson Report

Melinda Brayton provided a summary of the Kardas Larson report. Two of the four tasks have been completed. The first task was to determine comparable market data based on job requirements; geographic location; size of organization; scope of responsibility; and size of budget; and a three to five year salary report shelf life. Mr. Wadleigh added that AHCT is ahead of other states. Mr. Tessier asked what market it was compared against. Ms. Brayton replied that it was a combination of markets including other state quasis, non-profits and corporations. This information is available through various databases and the Federal Bureau of Labor Statistics. Kardas Larson determined that AHCT salaries were competitive and generally above the 25th percentile . There were a few below the 25% for which Kardas Larson recommended adjustments. Two were slightly above the 75%. Ms. Brayton added that customer relations

staff came on after both the first and second enrollments. The group had different levels of knowledge and it is important from an operations perspective for retention to keep their salaries reasonable and competitive. Dr. Scalettar requested an updated list of FTEs.

Task 2, which is currently in progress, is a comparison of Exchange and quasi executive salaries and will require another month. Task 4 regarding a job grades map will require more than a month.

Task 3 is a salary grade structure which will now provide a salary range that employee positions will be slotted into. Those on the higher end may not receive a cost of living adjustment. Mr. Tessier asked if there is a policy addressing employee salary concerns. Ms. Brayton stated that that will be addressed at the cost of living adjustment, which is not a merit increase. Ms. Brayton added that a range penetration was also provided. Ms. Brayton stated that Kardas Larson assigned job grades to the job descriptions. Twelve positions fell below grade. Adjustments were made on May 1. Mr. Tessier asked why the lower grade positions were exempt. Ms. Brayton will provide the federal guidelines as to exempt and non-exempt. Ms. Brayton stated that increases were approximately 10%.

Ms. Brayton indicated that other quasi's and other exchanges salaries will be used for Task 2.

An addendum for the contract has been signed for market benchmarking of new positions. Kardas Larson's qualifications were reviewed.

IV. AHCT Staff Update

There are currently eight open positions. There is currently a group of ten durationalists to be hired for Open Enrollment.

Ms. Brayton provided a summary for 2015 Cost of Living Adjustment (COLA) and Bonuses. The recommendation is a 3% COLA increase which is what is currently running in the market. The cost will be approximately \$100,000 for 44 people. The budget was \$160,000. Mr. Tessier asked for those not receiving a COLA what the reaction will be. Ms. Brayton replied that it should not be an issue. Those who received an increase following the study were advised that they would not receive a COLA.

Ms. Brayton provided a summary of the 6% bonus recommendation. This is not a merit based bonus . This will be for 60 employees at a cost of \$350,000 with \$700,000 budgeted. Ms. Brayton recommended that this should be the last year that bonuses are non-merit. Mr. Tessier recommended that in early 2016, there should be a message that increases will be merit based. Mr. Tessier stated that the bonus component needs to be approved by the Board.

Discussion turned to performance review and goal setting. Senior leadership team will be meeting offsite to set goals and review performance. Managers and supervisors will be meeting June 2 to begin the internal review process/set department and individual goals. There will be employee training. The performance review period will be June 15 through July 10. Mr. Tessier asked if the goal setting will be done at the same time. Ms. Brayton replied that goals for next year are set at review time.

This review period will set the organization for a future incentive compensation program. These would be tied to Fiscal Year 2016 personal and organizations goals success and a bonus for well-performing employees in July 2016.

V. Adjournment

Robert Tessier requested a motion to adjourn. Vicki Veltri made the motion and Robert Scalettar, M.D. seconded. ***Motion passed unanimously.*** Meeting adjourned at 1:28 p.m.