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Conference Call Etiquette

- Please mute your line if you are not speaking.
- Identify yourself & organization before you speak.
- If you are on the phone and logged in via web, turn off your computer speakers.
- The chat and polling are reserved for Board members.

A large, dark blue curved graphic element, resembling a thick arc or a stylized 'P', is positioned in the upper left quadrant of the slide.

Pennie Board of Directors Personnel Sub-committee Meeting

December 17, 2021

Agenda

- **Preliminary Matters**
- **Administrative Matters**
- **Discuss Creation of a Process to Evaluate Executive Director's Performance**
- **Executive Session (if needed)**
- **Adjourn**

Preliminary Matters

- Call to Order
- Roll Call
- Opportunity for Public Comment

Administrative Matters/Discussion on the Purpose of the Committee

Discuss Creation of a Process to Evaluate Executive Director's Performance

Overview of Review

- Pennie's Human Resources Department and Office of Chief Counsel contacted various independent and state-affiliated entities to determine what process those agencies utilized to review their executive directors.
 - Matthew Stine, HR Delivery Center Manager, Employment, Banking, and Revenue HR Delivery Center
 - Jonathan D. Koltash, Chief Counsel, Office of General Counsel assigned to Pennie Office of Chief Counsel
- Each agency contacted is outside the Governor's jurisdiction and is governed by a board of directors (or the equivalent).
- Each has a similar makeup with respect to Pennie.

Overview of Review

- Requested their process for reviewing their executive director.
- Various approaches to evaluating their respective executive directors.
- Most of them are self sustaining or revenue driven.

Options for Evaluation

1. Structured/Dynamic Evaluation Process
2. Hybrid Evaluation Process
3. Basic Evaluation Process

Structured/Dynamic Evaluation Process

- Personnel Committee/HR conduct 360-reviews of the senior leadership.
- Meet one-on-one with the executive director.
- Create annual goals and objectives for the upcoming year.
- Review whether previous year's goals and objectives were completed.
- Review agency identified competencies for the executive director's position.

Structured/Dynamic Evaluation Process

- Review other similarly situated Commonwealth agency executive director salaries; the salaries of other similar state agencies (weighted for cost of living); cost of living amounts given to other state employees; any other relevant information.
- Prepare a formal, written employee performance review.

Basic Evaluation Process

- Conduct a cursory review of the executive director's performance during the year.
- They may meet with the executive director, but they may not. If there is no meeting, it is based on reports during board meetings and other interactions.
- If performance is satisfactory/goals accomplished, agency provides the executive director with a cost-of-living adjustment based on what other state employees received.
- No formal employer performance evaluation conducted; raise is relatively perfunctory.



Executive Session



Adjourn

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