

**Minutes
Meeting of the Personnel Committee
Louisiana Insurance Guaranty Association**

July 29, 2014

The meeting of the Personnel Committee was held on July 29, 2014 at 10:00 a.m., at the Louisiana Insurance Guaranty Association, located at 2142 Quail Run, Baton Rouge, Louisiana 70808. The meeting was publicly noticed in accordance with the Open Meetings Law.

Members present constituting a quorum:

William D. Hughs, III (Committee Chairman)	Appointee of the Speaker of the House
Wayne T. Roussel (Board Secretary)	Appointee of the President of the Senate
Denis Husers	Appointee of the Commissioner of Insurance

Others Present:

John Wells	Director of Operations, LIGA
Stephanie Laborde	LIGA General Counsel, Milling Benson Woodward, LLP

Call to Order by the Chairman of the LIGA Personnel Committee

The meeting was called to order by Chairman Hughs at 10:05 a.m.

Quorum

Mr. Hughs confirmed there was a quorum.

Approval of July 18, 2013 Personnel Committee Minutes

It was moved by Mr. Roussel and seconded by Mr. Husers to approve the Minutes of the July 18, 2013 Personnel Committee Minutes. Objections were called for. There being none, a vote was taken and the motion carried.

Organizational Structure and Succession Planning

Mr. Wells informed the committee that, with the upcoming retirement of Norman Reese, there was a need to review the organizational structure of the Louisiana Insurance Guaranty Association. Mr. Wells proposed that there be a change from the title of Director of Claims to Claims Manager, and a corresponding change from Director of Operations to Operations Manager, thus eliminating the two-director organizational structure. Mr. Wells asked the committee to allow him to choose the replacement for Mr. Reese.

Mr. Hughs asked what the timing for the new hire would be and where Mr. Wells would advertise such position. Mr. Wells stated that he hoped to have someone in place by November or December, and discussed the search procedures.

Mr. Wells discussed a currently employed employee and his qualifications for the available position and the possibility of two other candidates.

Mr. Husers asked that major consideration be given to the employee since he has working knowledge of the Louisiana Insurance Guaranty Association.

Ms. Laborde suggested that the first step would be to submit a proposed organizational chart and then to address the available position(s) within.

It was moved by Mr. Husers and seconded by Mr. Roussel being in favor of the new structure; they would allow Mr. Wells to create and submit a proposed organizational chart for the Board's consideration. Objections were called for. There being none, a vote was taken and the motion carried.

The committee discussed possible salary adjustments once the new organizational chart is introduced and approved.

Mr. Wells informed the Board that he was concerned about not having a succession plan and someone that could step in for him.

It was moved by Mr. Husers and seconded by Mr. Roussel for the Personnel Committee to go into Executive Session to discuss performance reviews of the current Directors. Objections were called for. There being none, a vote was taken and the motion carried.

Executive Session Started at 10:30 a.m.

****Executive Session****

Executive Session Ended at 10:52 a.m.

It was moved by Mr. Husers and seconded by Mr. Roussel for the Personnel Committee to come out of Executive Session. Objections were called for. There being none, a vote was taken and the motion carried.

Mr. Hughs asked that the record show that the committee feels that both Directors have done an exceptional job and that if it were not for the instruction to Mr. Wells to submit a new organizational structure, there would be a recommendation for raises at this time. Mr. Hughs stated that the committee has come up with a salary for an Executive Director position, the Claims Manager position, and the Operations Manager Position beginning January 1, 2015, pending approval of the Board at the September meeting regarding the new organizational chart.

Mr. Hughs also informed Mr. Wells that the committee approved a zero to six percent authority for staff salary increases, leaving individual decisions to Mr. Wells, in consultation with Mr. Reese, within that range.

Old Business

Having no old business to report Mr. Hughs called for any new business.

New Business

Having no new business to report Mr. Hughs called for a motion for adjournment.

Adjournment

It was moved by Mr. Roussel and seconded by Mr. Husers to adjourn the Personnel Committee meeting. Objections were called for. There being none, a vote was taken and the motion carried.

The meeting was adjourned at 11:14 a.m.


William D. Hughs, III, Chairman