

Minutes

VSAC Human Resources Committee Meeting

November 21, 2014
12:30 p.m. – 2:00 p.m.

Boardroom, VSAC Offices
10 East Allen Street
Winooski, VT

Committee Members Present: Dennis O'Brien (Chair), Ann Cummings, and Katharine Hutchinson

Committee Members Absent: Virginia Cole-Levesque

Other Board Members Present: Dodie Mitchell

VSAC Staff Present: Scott Giles, Tom Little, Marilyn Cargill, Patrick Leduc, Susan Stasny, Mike Stuart, and Kristi Rocheleau

The meeting was called to order at 12:39 p.m., and a quorum was declared present.

Approval of the Minutes

Upon a motion made by Katharine Hutchinson and seconded by Dennis O'Brien, the Committee voted unanimously to approve the meeting record of September 12, 2014.

CEO Performance Evaluation

The Committee revisited the CEO evaluation process implemented during the 2013-2014 year, discussing the structure, timing, and format. The Human Resources Chair and Board Chair will discuss further, taking into account the Committee discussion and CEO goals for 2014-2015. The Committee will provide a report and will solicit feedback at the Board meeting on December 8, 2014.

Staffing

Human Resources Director Susan Stasny reported that staffing levels remain materially static. The highest turnover is in the customer relations area, which is to be expected given the nature of the work, but remains within an expected range. Applications for open positions continue to attract strong candidates.

Policy Discussion

Patrick Leduc communicated that the Executive Committee and Human Resources Director are reviewing the existing holiday policy to ensure that the schedule is in line with industry and State standards. Patrick will update the Committee of any changes.

Events and Programs Update

The following events and programs were shared with the Committee:

- VSAC held a successful United Way campaign in October, exceeding its monetary goal.

- VSAC held its annual meeting in November to recognize staff and to provide the Executive Committee an opportunity to communicate strategic goal progress and collect input from staff.
- Sonic Boom, an online wellness tool, was launched in November to encourage more staff to participate in wellness activities.

Other Business

Patrick Leduc shared that year-to-date healthcare spending is higher than projected. Spending in this area will be monitored to determine if this is an anomaly, or a trend that may affect year-end projections. The Committee and Board will be kept informed at future meetings.

Adjourn

There being no other business, the Committee adjourned at 1:20 p.m.

Respectfully submitted,

Patrick Leduc
Assistant Secretary