

Minutes

VSAC Human Resources Committee Meeting

November 23, 2015
12:30 p.m. – 2:00 p.m.

Boardroom, VSAC Offices
10 East Allen Street
Winooski, VT

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

Other Board Members Present: Dodie Mitchell

VSAC Staff Present: Scott Giles, Marilyn Cargill, Patrick Leduc, and Kristi Rocheleau

The meeting was called to order at 12:36 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 14, 2015, as presented.

Work Plan Review

The Committee reviewed the work plan and agreed no changes are needed at this time.

Healthcare Benefit Project Update

Patrick reported on the staff healthcare survey results compiled by Hickok & Boardman, drawing attention to responses that might indicate more training is needed. The written comments are in the process of being reviewed for further value. As a follow up, Hickok & Boardman will provide healthcare benefit scenarios for the Executive Committee to review and determine next steps and scenarios to discuss with the HR Committee.

Staffing and demographics

Patrick explained that the staffing and demographics summary shared with the Committee includes additional indicators designed to provide long-term strategy insight. Patrick responded to questions and asked that the Committee consider other metrics and/or demographic information that might be of value to the group. Dennis suggested that exit interview trends be shared with the Committee and or Board Chair.

Annual Meeting review

Scott shared the format for the annual meeting and addressed Committee questions with regard to morale. The survey results from the meeting are in the process of being compiled, and trends will be shared. Patrick mentioned that Scott is arranging town meetings with staff to address

concerns and questions that staff may have. Dennis requested that the Executive Management team consider inviting Board Members to these town meetings, if it would be of value to the executive team.

Review draft staffing plans

The Committee transitioned to a staffing discussion and an executive session was recommended.

Upon a motion made by Dennis O'Brien and seconded by Kaki Hutchinson, the Board voted unanimously to enter executive session at 1:07 p.m. in order to consider the appointment of public officers and public employees, and related personnel matters. The following were requested to remain in the room, as they have information needed for the executive session: Scott Giles, Tom Little, Patrick Leduc, Marilyn Cargill, and Mike Stuart. 1 V.S.A. sec. 313 (a).

The Committee exited executive session at 1:24.

Other Business & Adjournment

Dennis raised a question as to the flagging of “new” on healthcare benefit in the Risk matrix and asked for clarification in a future meeting. He also suggested that the current 24-month review cycle of risks assigned to the Committee may be able to be reduced based on the committee’s work items.

Dodie mentioned that the CEO evaluation timeline is accurate, and that the process needs to be reviewed. In addition, Dodie reminded the Committee that the renewal of the CEO contract should be added to the work plan for December. Dennis and Dodie will schedule a meeting with Scott to address contract needs.

There being no other business, the Committee adjourned at 1:29 p.m.

Respectfully submitted,

Patrick Leduc, Assistant Secretary