

Minutes

VSAC Human Resources Committee Meeting

September 14, 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, Sarah Buxton, and Pam Chisholm

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

The meeting was called to order at 12:32 p.m., and a quorum was declared present.

Approval of the Minutes

Upon a motion made by Katharine Hutchinson and seconded by Ann Cummings the Committee voted unanimously to approve the meeting record of May 11, 2015, as presented.

As a follow up to the last round of minutes, Chair Dennis O'Brien reported that the CEO performance evaluation was successfully completed and approved by the Board at the June 15, 2015, Board meeting.

Human Resource Environment Update

Patrick Leduc reported and responded to questions on the status of the PayScale project and healthcare trainings presented to staff. The Committee shared their support for the process and next steps.

Risk Review: Leadership

Dennis O'Brien led a discussion with regard to the risks assigned to the Committee for its oversight. The Committee agreed to incorporate risk review as part of their work plan, and suggested the use of Executive Sessions from time to time and where appropriate, to receive confidential updates from the executive team. Upon guidance from Legal Counsel, Dennis provided the following motion:

Upon a Motion made by Dennis O'Brien and seconded by Katharine Hutchinson, the Committee voted to enter Executive Session at 12:52 p.m. in order to consider the performance evaluation of public officers, premature public knowledge of which would clearly place VSAC at a substantial disadvantage.

The executive session is also needed in order to obtain confidential advice from legal counsel.

The following are requested to remain in the room, as they have information needed for the executive session: Scott Giles, Patrick Leduc, Tom Little, and Marilyn Cargill, Pam Chisholm, and Sarah Buxton.

The Committee exited the Executive Session at 1:19 p.m.

Other Business & Adjournment

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

Respectfully submitted,

Patrick Leduc, Assistant Secretary