

Minutes

VSAC Human Resources Committee Meeting

September 19, 2016
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

Committee Members Absent: NA

Other Board Members Present: Dodie Mitchell

VSAC Staff Present: Scott Giles, Tom Little, Marilyn Cargill, Patrick Leduc, Mike Stuart, Laurie Oliver, 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 Katherine Hutchinson and seconded by Dennis O'Brien, the Human Resources Committee voted unanimously to approve the meeting record of May 16, 2016, as presented.

Ann Cummings joined the meeting at 12:37 p.m.

Updates

Patrick Leduc informed the Committee of the activities that transpired following the June 15 Board Meeting, starting with the reduction of workforce announcement through current day. In response to questions, Patrick shared that there has been a high adoption rate with the outplacement service, and of those affected, at least twelve have accepted employment offers, and three have pending offers.

Moving to the healthcare rollout, Patrick communicated a smooth implementation to the new healthcare plan that went into effect July 1. Patrick shared that there was one minor transition issue up front where staff was charged incorrectly. This was resolved by the vendor quickly and with excellent customer care. With regard to Tandem Health, early indicators appear to show this will be a cost-savings benefit to both staff and VSAC. A total of \$175 has been issued back to two employees within the first two months, with an additional five rewards pending. Early estimates show a savings of \$5,000 to the healthcare budget to date.

VSAC is happy to report that Randi Brevik has accepted the position of Human Resources Director. Brevik joins VSAC from Gardner's Supply Company; her official start date is October 25. The Committee looks forward to meeting her.

Risk Review

Patrick reported on the following risks assigned to the Committee:

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Employee Morale and Retention – Patrick presented the previously distributed materials, highlighting the definition, inherent risks, and oversight controls currently in place. The Committee then discussed and recommends an update to the definition to reflect the departure from Federal Loan Servicing; the Committee agrees with the existing risk and probability assessment as presented. Patrick will revise the definition.

Knowledge Transfer – The Committee reviewed and discussed the definition, inherent risks, and oversight controls currently in place. Marilyn Cargill and Patrick clarified this risk speaks to the internal knowledge transfer of exiting staff to existing staff. The Committee agrees the controls in place reduce the probability and impact as presented, and recommends reviewing the risk again in September 2017.

Committee Work Plan Review

The Committee reviewed and adopted the proposed work plan, recognizing that the work plan would continue to be reviewed

Other Business & Adjournment

There being no other business, the Committee adjourned at 1:19 p.m.

Respectfully submitted,

Patrick Leduc, Assistant Secretary