

# Minutes

## VSAC Human Resources Committee Meeting

January 9, 2017  
12:30 p.m. – 2:00 p.m.

Boardroom, VSAC Offices  
10 East Allen Street  
Winooski, VT

**Committee Members Present:** Dennis O'Brien (Chair) and Katharine Hutchinson

**Committee Members Absent:** Ann Cummings

**Other Board Members Present:** Dodie Mitchell

**VSAC Staff Present:** Scott Giles, Tom Little, Marilyn Cargill, Patrick Leduc, Mike Stuart, Randi Brevik, and Kristi Rocheleau

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The meeting was called to order at 12:35 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 November 21, 2016, as presented.*

### Updates & Discussion

HR Director Randi Brevik briefed the Committee on wellness activities offered and usage data collected. Human Resources continues to look for additional ways to encourage participation and awareness of the wellness offerings and the Employee Assistance Program. In addition to recurring classes, January offerings include brown bag seminars, stretching classes, and a mindfulness session.

Brevik then informed the Committee of the following legislative updates:

1. The minimum wage increase is in effect; however, there are currently no VSAC employees affected.
2. Federally, President Obama endorsed ban-the-box by directing federal agencies to delay inquiries into job applicants' records until later in the hiring process. VSAC already had this in practice.
3. Vermont passed an act relating to absence from work for health care and safety. VSAC has reviewed its policies and has clarified Sick Leave language to support the mandates.

### Risk Review

Mike Stuart defined the Workplace Safety risk and outlined inherent risks, oversight & controls, and the residual risk. Although the controls in place significantly mitigate an already low risk, VSAC continues to work closely to monitor and assess this risk.

### Compensation and Performance Evaluation Review

The Committee then transitioned to the topic of compensation and performance evaluation. Patrick Leduc outlined the timing and provided foundational information for the conversation. Randi communicated that the compensation analysis utilizes published salary surveys from Gallagher Flynn, and public salaries from UVM and the State of Vermont, to help VSAC better understand what the competition is offering in

areas of both compensation and performance increases. The Committee agrees that the compensation topic requires future updates and input from the Committee, and will be reviewed and addressed at the next meeting.

To allow for time to review the performance evaluation materials more closely, the Committee will take up this topic more thoroughly at the next Committee meeting.

**Other Business & Adjournment**

There being no other business, the Committee adjourned at 1:09 p.m.

Respectfully submitted,

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Patrick Leduc, Assistant Secretary