

Minutes

VSAC Human Resources Committee Meeting

**September 25, 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, Marilyn Cargill, Patrick Leduc, Randi Brevik, Mike Stuart, and Kristi Rocheleau

Chair O'Brien called the meeting to order at 12:41 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 15, 2017, as presented.

Work Plan Review

The Committee reviewed and discussed the proposed work plan content and timing. No changes were suggested.

Risk Reviews

As part of the risks assigned to the Human Resource Committee for review, Patrick Leduc and Marilyn Cargill presented the inherent risks, oversight & controls, and the residual risks for Employee Morale & Retention and Knowledge Transfer. The Committee discussed and agreed with Management's residual risk management statements for the two risks.

Staffing and Demographic Update

Human Resource Director Randi Brevik summarized the previously distributed FY18 Employee Statistics at a Glance, reporting an overall stable environment. Patrick Leduc commented that Management is reviewing the potential impact of a larger population approaching retirement age.

Legislative Update

Randi Brevik then updated the Committee that the previously discussed possible changes to overtime exemptions under the Fair Labor Standards Act appear to have been dropped and no action from VSAC will be needed. Randi also reported that VSAC continues to work with partners to offer opportunities for work study through University of Vermont and Champlain College, internships using a model from

Vermont Businesses for Social Responsibility, and high school student training (TIPS) through Lake Champlain Chamber of Commerce.

Healthcare Review: Fiscal Year 2017

The Committee transitioned to a discussion of the FY17 Healthcare, including the multiple factors that resulted in healthcare coming in under budget and background about the employee contribution component. Randi and Patrick communicated that preliminary 2018 information would be available for the Committee to review in March, with final quotes and a recommendation following in May.

Other Business & Adjournment

There being no other business, the Committee adjourned at 1:16 p.m.

Respectfully submitted,

Patrick Leduc, Assistant Secretary