

Minutes

VSAC Human Resources Committee Meeting

**May 15, 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), Katharine Hutchinson
Committee Members Absent:	Ann Cummings
Other Board Members Present:	Dodie Mitchell
VSAC Staff Present:	Scott Giles, Marilyn Cargill, Patrick Leduc, Randi Brevik, and Kristi Rocheleau

The meeting was called to order at 12:41 p.m., and a quorum was declared present. Chair O'Brien requested that the CEO evaluation agenda item be moved to end of the meeting. There being no objections, the Committee moved forward with the agenda.

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 March 15, 2017, as presented.

Compensation and Healthcare

Patrick Leduc summarized the previously distributed materials capturing the compensation goals to attract and retain skilled and knowledgeable employees. Randi Brevik then provided an update of the local and national organization compensation trends gathered to help inform the FY18 recommendation. Based on this analysis, the Committee agrees with Management's compensation recommendations for FY18 and requests that the Board of Directors act on this matter during the June meeting.

The Committee then reviewed the Healthcare recommendation, which included the overall projected budget cost for healthcare in FY18, the rate of increase, and proposed employee contribution. The Committee supports Management's recommendation and requests the full Board of Directors take action in June.

Scott Giles stated that the proposed compensation and healthcare changes for FY18 will be incorporated into the FY18 budget for the Finance Committee to review on May 22, and then for the full Board of Directors to act on in June.

Legislative and Regulatory Update

Randi summarized the federal and state legislative and regulatory updates distributed with the Committee materials, and reviewed the implications to VSAC.

CEO Evaluation

Chair Dennis O'Brien then transitioned the Committee to the CEO evaluation agenda topic, noting that he would call for an Executive Session to review the Board evaluation results with Scott. Scott then provided an update on where VSAC is in with regards to execution of the strategic plan and annual performance goals.

Upon a motion made by Katharine Hutchinson and seconded by Dennis O'Brien, the Committee voted unanimously to enter executive session at 1:35 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 and Dodie Mitchell. 1 V.S.A. sec. 313 (a).

The Committee exited the session at 1:50 p.m.

Other Business & Adjournment

There being no other business, the Committee adjourned at 1:55 p.m.

Respectfully submitted,

Patrick Leduc, Assistant Secretary