

Minutes

VSAC Human Resources Committee Meeting

May 21, 2018
8:30 a.m. – 10:00 a.m.

Boardroom, VSAC Offices
10 East Allen Street
Winooski, VT

Committee Members Present: Dennis O'Brien (Chair), Chuck Soule and Dave Larsen

Committee Members Absent: Ann Cummings

Other Board Members Present: Dodie Mitchell

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

The meeting was called to order at 8:37 a.m., and a quorum was declared present.

Approval of the Minutes

Chuck Soule noted a typo to the minutes. The first paragraph, first sentence should read "The Committee continued the review of VSAC's ..."

Upon a motion made by Dave Larsen and seconded by Chuck Soule, the Human Resources Committee voted unanimously to approve the meeting record of April 16, 2018, with the noted correction.

Compensation and Healthcare

Patrick Leduc framed the compensation conversation noting that the compensation approach taken by VSAC is a continuation of the existing model that is intended to attract and retain skilled and knowledgeable employees in a way that supports the mission, values, and priorities of the organization. As noted during prior Human Resources Committee meetings, planning for fiscal year 2019 included a review of many local organizations and national compensation trends to help inform discussions. Based on this research, the Executive Leadership recommends that the compensation approach remain consistent with prior years. After discussing timing, merit structure, and communication to staff about the process, the Committee agrees with the recommendation shared and documented in the materials.

Upon a motion by Dennis O'Brien and seconded by Dave Larsen, the Committee voted unanimously to recommend that the compensation package be included as part of FY19 budget, as proposed.

Scott Giles noted that the finance committee would review a FY19 budget with this compensation package embedded.

Chair Dennis O'Brien then transitioned the Committee to the Healthcare materials previously distributed. Patrick provided background for last year's offering, the current plan spend rate, and changes in the

marketplace. The FY19 VSAC plan renewal will see an 8.5% increase, in part due to increases in all health care plans and VSAC's plan usage. This increase will be shared by staff and VSAC, with Out of Pocket Maximums remaining the same as in FY18, and increases to the prescription co-pay amounts. In response to questions, Patrick noted that the proposed healthcare plan changes were reviewed alongside the proposed compensation plan..

Upon a motion made by Dave Larsen and seconded by Chuck Soule, the Committee voted unanimously to approve the healthcare benefit as drafted and presented.

Randi Brevik and Patrick will work on rolling out this to employees in the coming weeks.

Update on Market Review of Compensation

Randi Brevik shared that VSAC's review of the compensation model and position in the local market as an employer is complete. The Committee then reviewed the recap of the work completed and resulting projects that the Human Resources department and Executive Management will undertake to formalize VSAC's total compensation philosophy.

Miscellaneous

Randi updated the Committee on the status of the Paid Family Leave (H.196) and the Minimum Wage (S.40) bills, detailing the implications to VSAC. Since both bills are expected to be vetoed by Governor Scott, the Committee will take up these topics at the next Human Resources Committee meeting.

CEO Evaluation

Upon a motion made by Dennis O'Brien and seconded by Dave Larsen, the Committee voted unanimously to enter executive session at 9:26 a.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 10:00 a.m.

Other Business

There being no other business, the Committee adjourned at 10:02 a.m.

Respectfully submitted,

Patrick Leduc, Assistant Secretary