

# Minutes

## VSAC Human Resources Committee Meeting

September 24, 2018  
12:30 p.m. – 2:00 p.m.

Boardroom, VSAC Offices  
10 East Allen Street  
Winooski, VT

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

**Committee Members Absent:** N/A

**Other Board Members Present:** Dodie Mitchell, Matt Trieber

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

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

### Approval of the Minutes

*Upon a motion made by Dave Larsen and seconded by Chuck Soule, the Human Resources Committee voted unanimously to approve the meeting record of May 21, 2018, as presented.*

### Review and Adopt FY19 Work Plan

The Committee reviewed the Work Plan for the upcoming year. Patrick Leduc elaborated on the performance management systems project that is a new addition to this year's Work Plan. The Committee agrees with the overall Work Plan approach.

### Staffing and Demographics Update

Patrick highlighted key areas of the Staffing and Demographic materials previously distributed.

### Update on Risk Reviews

As part of the ongoing review of risks assigned to the Human Resources Committee, Patrick presented the Employee Moral and Retention risk last evaluated by the Executive Committee during August 2018. Updates since the Committee's last review reflect definition details and the current risk posture. Patrick outlined the risk category, the current inherent risk, indicators in place, and the residual risk. Following a brief discussion regarding the measurement of morale, the Committee agrees with Executive Management's probability and impact of the risk.

### Performance Systems Update

Patrick outlined the current evaluation process in place at VSAC to provide the Committee context for the upcoming conversations. Patrick and Randi will continue to collect input from Management and the HR Committee to help inform the process.

## Other Business

*Upon a motion made by Dennis O'Brien and seconded by Dave Larsen, the Committee voted unanimously to enter executive session at 1:44 p.m. in order to consider contractual and personnel matters involving a public officer, for which premature public knowledge would clearly place VSAC and/or the public officer at a substantial disadvantage. 1 V.S.A. sec. 313 (a). The following were requested to remain in the room, as they have information needed for the executive session: Scott Giles, Dodie Mitchell, and Matt Trieber.*

The Committee exited the session at 2:02 p.m.

There being no other business, the Committee adjourned at 2:02 p.m.

Respectfully submitted,

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Patrick Leduc, Assistant Secretary