

# Minutes

## VSAC Human Resources Committee Meeting

November 25, 2019  
12:30 p.m. – 2:00 p.m.

Boardroom, VSAC Offices  
10 East Allen Street  
Winooski, VT

**Committee Members Present:** Dennis O'Brien (Chair), Ann Cummings, Dave Larsen, Chuck Soule  
**Committee Members Absent:** N/A  
**Other Members Present:** Dodie Mitchell, Chair  
**VSAC Staff Present:** Scott Giles, Marilyn Cargill, Patrick Leduc, Mike Stuart, Julie Hulburd, Jodie Ducharme  
**Others:** N/A

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The meeting was called to order at 12:31 p.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 September 30, 2019, as presented.*

### Introduction of Julie Hulburd, Director of Human Resources

The Committee welcomed Julie Hulburd, new Director of Human Resources. Julie shared her professional experience and expressed her enthusiasm for working with VSAC.

### Organizational Leadership Risk

Chair O'Brien transitioned the Committee to the organizational leadership risk outlined in the previously distributed materials, noting the high risks and important policies in place to minimize those risks. Patrick Leduc reviewed updated details and the current risk posture with the Committee. Following a brief discussion, the Committee agrees with Executive Management's probability and impact of the risk.

### Update on Performance Review Roll Out

Julie noted that the updated performance review process has been rolled out to staff Directors and she will begin the process of training staff, including how to have good productive conversations around performance. The Committee noted their plan to discuss the CEO Evaluation process in the future.

### Retirement Plan Performance and Investment Review

Patrick provided details on the ongoing management and oversight of VSAC's Retirement Plan, including that the Retirement Oversight Committee recently worked with TIAA-CREF to review fund line up and performance, noting there were no changes to our investment policy statement. In response to questions, Patrick confirmed that staff has the option to meet with a representative from TIAA-CREF on a one-on-one basis to discuss retirement plans. No action by the Committee is required or expected, and the Executive Committee will continue to keep the Board informed on

its work in this area.

### **Annual Meeting**

Scott Giles summarized the Annual Meeting, held on November 11, 2019. The meeting focused on three main areas: 1) celebrating staff achievements 2) describing the beginning of the strategic planning process and 3) recognizing staff anniversaries. Scott noted it was a successful day and goals for the meeting were accomplished. Patrick noted that a survey was sent out to staff to gather feedback about the day.

### **Healthcare Planning**

Patrick Leduc directed the Committee's attention to previously distributed materials, provided by Hickok & Boardman, noting that we have engaged a broker to start looking at all available options, including cost shifts, cost containments, high deductible, captive, medical tourism, and telemedicine. Patrick stated that we will be getting more information about the captive option in the next meeting with Hickok & Boardman. Patrick noted that another update will be provided at the next Committee meeting.

### **Other Business**

There being no other business, the Committee adjourned at 1:32 p.m.

Respectfully submitted,

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Patrick Leduc, Assistant Secretary