

Minutes

VSAC Human Resources Committee Meeting

April 15, 2019
10:30 a.m. – 12:00 p.m.

Boardroom, VSAC Offices
10 East Allen Street
Winooski, VT

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

Committee Members Absent: N/A

Other Board Members Present: Dodie Mitchell

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

The meeting was called to order at 10:36 a.m., and a quorum was declared present.

Approval of the Minutes

The Committee noted a typo in the minutes. The second sentence under Annual Meeting should read "The meeting focused on three main areas: 1) celebrating staff achievements 2) recognizing staff anniversaries and 3) addressing how the organization..."

Upon a motion made by Dennis O'Brien and seconded by Ann Cummings, the Human Resources Committee voted unanimously to approve the meeting record of November 19, 2018, with the noted correction.

Healthcare Benefit Renewal and Healthcare Risk

Patrick Leduc gave an update on healthcare and highlighted the options currently under review for FY20. Patrick reported that the Executive Committee will be working through the options this month and will be prepared to share with the Committee the proposed approach for this year and thoughts on FY21 at the May meeting.

Patrick directed the Committee's attention to the updated Health Care Benefit Risk Document that was previously provided and noted there were no significant changes made.

Performance Review System and Next Steps

Randi Brevik outlined the current evaluation process and reported that she has met with a number of department managers and supervisors, as well as a focus group of non-supervisors to gather feedback on the current performance review process. As result of feedback received, Randi is considering some adjustments to streamline efforts and reduce redundancy. This may include combining similar performance factors, placing more emphasis on goal setting and accomplishment in the management

review, incorporating one or two new performance factors, and encouraging mid-year or quarterly reviews for supervisors and employees to discuss progress on goals and overall performance. Randi stressed that there would be no changes for the current May-June review process.

Best Places to Work™ Survey Data

Patrick provided the Committee with background on the general process that was used for VSAC and staff to complete the survey. He noted that the primary reason for participating in the survey was to get feedback from staff on where we can improve. Patrick drew attention to the eight broad categories included in the survey and their corresponding results. Patrick stated that the Executive Committee will be reviewing the responses and are awaiting the comparable data that best places is releasing to help us determine where there may be opportunities for improvement.

Workplace Safety Risk Review

This topic was deferred to a future meeting.

Discussion of the CEO Evaluation Process

Dennis provided background on how the evaluation has been conducted in the past and asked for feedback from the Committee on the evaluation process. After a discussion, the Committee felt a quick conversation with Board members in addition to the paper questionnaire would be useful.

Dennis will work with Dodie on reviewing and revising the CEO Evaluation questionnaire and will present the revised document to the Board when it is ready.

Other Business

There being no other business, the Committee adjourned at 11:53 a.m.

Respectfully submitted,

Patrick Leduc, Assistant Secretary