

Minutes

VSAC Human Resources Committee Meeting

May 20, 2019
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, and Jodie Ducharme

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 Members present voted unanimously to approve the meeting record of April 15, 2019, as presented.

Performance Evaluation System Changes

Randi Brevik explained that changes, discussed during the April Human Resources Committee meeting have been finalized. Randi noted that these changes are designed to streamline the process and make it more meaningful to staff.

Randi explained the core of the performance evaluation system and process will remain and that the changes will be rolled out in anticipation of use in the May-June 2020 review cycle.

Compensation and Healthcare

Patrick directed Committee Members to the FY20 Healthcare plan documents, previously distributed, which included the overall projected budget cost for healthcare in FY20, the rate of increase, and proposed employee contribution. He also noted that we've determined we should maintain our current relationship with CBABLUE for FY20 and will initiate a formal review of all healthcare options at the beginning of the new fiscal year. This will allow VSAC time to review its current plan alongside others in the marketplace to ensure that VSAC's healthcare offering is both sustainable and well suited for our long-term needs and the needs of our staff. The committee asked various questions, which Patrick responded to. Then the committee indicated their support of this direction.

Patrick Leduc then summarized previously distributed materials capturing the compensation goals to attract and retain skilled and knowledgeable employees in a way that supports the mission, values, and priorities of the organization. Patrick noted that planning for FY20 included a review of many local

organizations to help inform discussions. Based on this research, the Executive Committee recommends that the compensation approach remain consistent with prior years. The committee members felt this approach was advisable at which point Scott Giles noted that the Finance Committee would review a FY20 budget with this compensation package reflected.

CEO Evaluation

Upon a motion made by Dennis O'Brien and seconded by Dave Larsen, the Committee Members present voted unanimously to enter executive session at 9:27 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 10:07 a.m.

Other Business

There being no other business, the Committee adjourned at 10:07 a.m.

Respectfully submitted,

Patrick Leduc, Assistant Secretary