

## **Minutes**

### **VSAC Human Resources Committee Meeting**

**September 30, 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), Chuck Soule, Dave Larsen

**Committee Members Absent:** Ann Cummings

**Other Board Members Present:** Dodie Mitchell

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

---

Chair Dennis O'Brien called the meeting to order at 12:29 p.m. With a quorum established, the Committee took up the first order of business.

#### **Approval of the Minutes**

*Upon a motion made by Dave Larsen and seconded by Chuck Soule, the Human Resources Committee voted to approve the Human Resources Committee meeting minutes of May 20, 2019, as presented.*

#### **FY20 Work Plan**

Patrick Leduc directed the Committee to the previously distributed FY20 Proposed Work Plan. He noted that the changes made to the performance management system during the last fiscal year will be rolled out this year which will include training and opening up a feedback cycle on the updated tools. Patrick also highlighted that the work plan includes research of available healthcare plan options, stressing the value that staff places on this part of the benefit package.

#### **Update on Risk Reviews**

As part of the ongoing review of risks assigned to the Human Resources Committee, Patrick presented the previously distributed Employee Morale and Retention risk document, outlining the risk category, the current inherent risk, indicators in place, and the residual risk. He highlighted ways that VSAC is trying to mitigate risk which include a competitive benefit package, the Breaking Down Barriers Campaign, and a weekly staff newsletter. The Committee agreed with Executive Management's probability and impact of the risk.

**Staffing and Demographics Update**

Randi Brevik and Patrick Leduc highlighted key areas of the Staffing and Demographic materials previously distributed and the committee discussed various other data points and ways of looking at the data that may be helpful. Patrick and Randi agreed to review these and consider their addition.

**Healthcare Update**

Patrick Leduc provided an update on healthcare, directing the Committee to the previously distributed healthcare materials. Patrick noted that the data provided in the materials, along with a deeper analysis of the company's utilization trends, will be used as options are evaluated for FY20 as well as ongoing education and wellness offerings that may be appropriate for staff and families.

**Changes in Human Resources Leadership**

Patrick Leduc announced that Randi Brevik, Director of Human Resources, will be retiring and Julie Hulburd has been hired to fill Randi's position. Patrick provided the Committee with Julie's background and noted that she will be starting on October 23<sup>rd</sup>.

**Other Business**

There being no other business, the Committee adjourned at 1:13 p.m.

Respectfully submitted,

---

Patrick Leduc, Assistant Secretary