

VHFA Board Human Resources Committee Meeting Minutes

VHFA Board Room, 164 Saint Paul Street, Burlington, VT
and Zoom video meeting
June 5, 2023

Present: Josh Hanford, Chair (designee of Lindsay Kurrle), Gus Seelig, Jeanne Morrissey, Emily Kisicki (designee of Kevin Gaffney), and Katie Buckley attended via Zoom

Staff: Maura Collins and Jamee Robinson (at VHFA Board Room) attended via Zoom

Ms. Collins made introductions.

Mr. Hanford called the meeting to order at 9:08 am. He asked if the notice of the meeting and agenda were publicly warned and Ms. Collins confirmed.

Mr. Seelig made a motion to accept the minutes of the June 6, 2022 HR Committee meeting and Ms. Morrissey seconded the motion. Minutes were unanimously approved via roll call by Mr. Hanford.

Ms. Collins reviewed the memo titled FY 2024 Salary and Benefit Budget Recommendations starting with the Salary Budget. She discussed each major section and explained the rationale for staff's recommendation. Key points included:

- The Agency salary expense for FY 2023 is projected to come in slightly under budget by about 2.5%
- The proposed FY2024 salary budget is \$3,693,332, which is a 6.3% increase
- Inflation rate is up 4.9%
- Raise pool is recommended for a 4.5% increase which is in line with our peers
- Growing by 2 positions in second quarter, one asset manager and one inspector/technical reviewer

Mr. Seelig asked about about pay equity and advancement for the lowest paid employees.

Ms. Collins reviewed the benefits budget section of the same memo. She discussed each major section and explained the rationale for staff's recommendation. She discussed the move to self-insure Short Term Disability benefits, with an annual cost savings of \$14,500.

Mr. Seelig made a motion to accept staff's recommendations for the benefits budget and Ms. Kisicki seconded the motion.

The recommendations were unanimously approved via roll call by Mr. Hanford.

Ms. Collins briefly reviewed the Agency's progress to date on Goal #4 of VHFA's 20/20 Vision Action Plan and will followup with a written report.

Mr. Seelig made a motion to enter executive session at 9:42 am, which was seconded by Ms. Morrissey. It was unanimously approved via roll call by Mr. Hanford. The purpose of the executive session was to discuss an employee's performance.

Ms. Buckley left the executive session at 10:05am.

Mr. Seelig made a motion to leave executive session at 10:33 am, which was seconded by Ms. Kisicki. It was unanimously voted in favor of leaving the executive session, in a roll call vote.

Ms. Kisicki made a motion to pass the salary budget of \$3,701,069, which was seconded by Ms. Morrissey. It passed unanimously by roll call.

Ms. Collins confirmed that minutes of the meeting had been kept and will be posted.

Respectively Submitted,

Jamee Robinson
Director of HR & Administration