VHFA Board Human Resources Committee Meeting Minutes  
VT Housing and Conservation Board  
Montpelier, VT  
May 31, 2016

Present:  Cynthia Stuart (Committee Chair and designee of Susan Donegan), Commissioners Dagyne Canney, Gus Seelig and Randy Amis. All Commissioners attended in person.

Absent:  Josh Hanford, designee of Pat Moulton

Staff:  Sarah Carpenter, Maura Collins, Steve Gronlund

Ms. Stuart called the meeting to order at 1:30 pm. She asked if the notice of the meeting and agenda were publicly warned and Ms. Collins confirmed.

Ms. Canney made a motion to accept the minutes of the May 27, 2015 HR Committee meeting and Mr. Seelig seconded the motion. Minutes were unanimously approved.

Ms. Collins reviewed the memo titled FY 2017 Salary and Benefit Budget Recommendations starting with the Salary Budget. She discussed each major section and explained the rationale for staff’s recommendation.

Ms. Canney made a motion to accept staff’s recommendations regarding the Salary Budget as presented in the memo. Mr. Seelig seconded the motion. The recommendations were unanimously approved.

Ms. Collins reviewed the Benefits Budget section of the same memo. She discussed each major section and explained the rationale for staff’s recommendation.

Mr. Seelig made a motion to accept staff’s recommendations regarding the Benefits Budget as presented in the memo. Mr. Amis seconded the motion and it was unanimously passed.
Mr. Amis made a motion to enter executive session at 3:12 pm, which was seconded by Mr. Seelig. It was unanimously approved. The purpose of the executive session was to discuss an employee’s evaluation. Executive session ended at 3:53 pm.

Mr. Seelig made a motion to adjourn the committee meeting at 3:54 pm, which was seconded by Mr. Amis. It was unanimously approved.