

DRAFT-Posted 5/20/2020

VHFA Board Human Resources Committee Meeting Minutes

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

May 18, 2020

Present: Josh Hanford, Chair (designee of Lindsay Kurrle), Gus Seelig, Jeanne Morrissey, Jill Rickard (designee of Michael Pieciak) and Fred Baser (joined at 9:15 am) attended via Zoom

Staff: Maura Collins, Steve Gronlund (at VHFA Board Room) attended via Zoom

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 Mr. Gronlund confirmed.

Mr. Seelig made a motion to accept the minutes of the May 13, 2019 HR Committee meeting and Ms. Rickard seconded the motion. Minutes were unanimously approved via roll call by Mr. Hanford.

Mr. Gronlund reviewed the memo titled FY 2021 Salary and Benefit Budget Recommendations starting with the Salary Budget. He discussed each major section and explained the rationale for staff's recommendation. Key points included:

- the Agency is well below budget, about \$150,000 for FY20
- CPI has risen 1.5% over the past year and salary ranges for the Agency's pay thresholds for FY21 would be increased by the same percentage
- based on an informal salary survey of related organizations, staff is recommending a salary increase of 3% for FY21 for all staff
- staff also recommended a \$25,000 Market Adjustment Pool for FY21, \$28,950 for interns and temporary staff, and a \$2,500 overtime budget
- due to some staff turnover and less uncertainty in the coming fiscal year (compared to a number of key positions turning over last year), the Agency's FY21 salary budget is 2.8% less the FY20 budget
- Total salary budget proposed for FY21 is \$2,784,676

Mr. Baser joined the meeting at 9:15 am.

Mr. Seelig asked about the Agency's ability to compete for talent when competing with private financial institutions. Mr. Gronlund stated that over the past five years the salaries we offer have been sufficient to attract some very good candidates and new hires. He noted that the information we gain from our upcoming compensation study could influence our future practice.

Mr. Seelig asked if the proposed salary increase for FY21 would tier percentage increases based on pay levels. Mr. Gronlund explained that the Agency had done so last year and once before in the past five year but was not planning to tier the salary increase for FY21.

Ms. Morrissey inquired about unspent budget from FY20. Mr. Gronlund responded that those funds are not rolled over. Ms. Collins explained that unspent allocations remain in the Agency's bond indentures.

Mr. Gronlund reviewed the Benefits Budget section of the same memo. He discussed each major section and explained the rationale for staff's recommendation.

Mr. Seelig wondered if the FY21 budget for health care expenses should be increased to account for uncertainty related to the Coronavirus. The Committee discussed the matter and decided to leave the proposal unchanged.

Mr. Seelig made a motion to accept staff's recommendations regarding the Salary & Benefits Budgets as presented in the memo. Ms. Rickard seconded the motion. The recommendations were unanimously approved via roll call by Mr. Hanford.

Mr. Gronlund walked the Committee through a list of other HR initiatives from FY20 and those planned for FY21.

Ms. Rickard made a motion to enter executive session at 9:44 am, which was seconded by Mr. Seelig. It was unanimously approved via roll call by Mr. Hanford. The purpose of the executive session was to discuss an employee's performance.

Mr. Seelig made a motion to leave executive session and adjourn the meeting at 10:08 am, which was seconded by Ms. Rickard. It was unanimously approved via roll call by Mr. Hanford.

Mr. Gronlund confirmed that minutes of the meeting had been kept and will be posted.

Respectively Submitted,

Steve Gronlund
Director of HR & Administration