

# MEMORANDUM

**To:** VHFA Board Human Resources Committee  
**Copy:** Members VHFA Board Members  
**From:** Jamee Robinson, Director of Human Resources  
**Date:** May 29, 2025

**Re:** CONFIRMATION OF UPCOMING VHFA BOARD HR COMMITTEE MEETING

This is to notify you that the next meeting of the Vermont Housing Finance Agency Board of Commissioners **HR Committee** has been confirmed. Committee members are requested to attend. While the remaining board members are not required, they are more than welcome to attend.

**Thursday May 29, 2025  
9:00 a.m.**

**Please confirm that you will be attending so we will know whether we have a quorum.**

**The physical location of the meeting is:**

Vermont Housing Finance Agency's Office - Boardroom  
164 St. Paul Street  
Burlington, VT 05401

Attached are the Agenda and the Board packet. Please feel free to contact me should you have any questions prior to the meeting.

# VHFA Board Human Resources Committee

## Meeting Agenda

Thursday, May 29, 2025

9:00 a.m. Start Time

1. Call to order
2. Confirmation of publication of notice of meeting agenda
3. Review and approval of meeting minutes from October 11, 2024 Enclosed
4. FY 2026 Salary and Benefit Budget Discussion Enclosed
5. Emergency Succession Plan Enclosed
6. Board Evaluation Summary Enclosed
7. Other business
8. Confirmation the minutes have been kept and will be posted as required
9. Potential Executive Session – To discuss an employee’s performance