

## VHFA Board Human Resources Committee Meeting Agenda

**Monday, June 7, 2021**

*Zoom Meeting. See instructions attached to the Agenda*

**9:00 a.m. start time**

1. Call to order
2. Confirmation of publication of notice of meeting and agenda
3. Review and Approval of Meeting Minutes from May 18, 2020                      Enclosure
4. HR FY 2022 Salary and Benefit Budget Discussion                                      Gronlund/Enclosures
  - Review of FY 2021 Actual Expenditures and FY 2022 Proposed Budgets
  - Salary Increase Pool
  - Pay Range Adjustment
  - Staffing Levels
  - Benefits - General Discussion
5. Executive Session - Executive Director Performance                                      Committee/Discussion
6. Other Business
7. Confirmation the minutes have been kept and will be posted as required

# VHFA Board Human Resources Committee Meeting via Zoom

June 7, 2021

The physical location for VHFA's Board Human Resources Committee Meeting on May 18th for statutory purposes will be the VHFA Board Room at 164 St. Paul St., Burlington VT; however, in light of the COVID 19 emergency access will be provided through a combined video/phone system. If you have the capability you will be able to see and hear other meeting participants almost as though you were in a room together. If you lack video capacity or a stable internet connection there will be the ability to dial in as well. The Board, staff and the public may all choose the form of connection that works best for them:

## From a laptop or home computer

To access the meeting with video and sound from a laptop or home computer, click this link - <https://us02web.zoom.us/j/86434533418> - and you should be able to access the video meeting via a web browser without downloading any software. Even if you don't have a webcam, you can still use this method of access to hear the meeting.

## From a mobile device

To access the meeting with video and sound from a mobile device (cell phone, tablet, iPad), it is recommended you download the Zoom app from your device's app store and enter the meeting code of 864 3453 3418#. It **does not** appear that it's possible to access the web link above without downloading the Zoom app.

## From a phone

If you do not have access to a camera, speaker and microphone, or lack stable bandwidth for a video meeting, you may simply **dial** 1-646-558-8656 from any phone. The **meeting code** is 820 6070 2996#, password: 285539. There is **no participant code** so press # when prompted for the participant code.

If there is any problem with connecting through that number, there are other phone numbers you could also dial using the same meeting code.

- 1-312-626-6799
- 1-253-215-8782
- 1-301-715-8592
- 1-346-248-7799
- 1-669-900-6833

If you dial any of these numbers the meeting code is always the same:  
864 3453 3418#

## Technical assistance and training available

We recommend that any first time Zoom users watch this short video on joining a meeting:  
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

VHFA's IT team is available to help with any set-up questions or concerns ahead of the meeting. Please contact Dave Chien at [dchien@vhfa.org](mailto:dchien@vhfa.org) to request technical assistance. We can practice a test connection this week prior to the meeting.

## During the meeting

All phones and computer access to the meeting should be muted at all times when the speaker has not been recognized by the Committee Chair. To mute your microphone via computer or mobile device, click the "Mute" icon in the bottom left corner of your screen.

Once in the meeting, you can change between "speaker view" where the person speaking takes up much of your screen with a few others showing at the top, and "gallery view" where you can see up to 25 people at a time on your screen. If you have any technical difficulties during the meeting please call Dave Chien at 802-652-3401.