

VHFA Board Human Resources Committee Meeting Minutes

VHFA's Office, 164 St. Paul Street, Burlington, VT 05401 and Zoom video meeting

October 11, 2024

Present: Lindsay Kurrle, Chair; Jeanne Morrissey; Chris Gomez; Gus Seelig; and Katie Buckley attended via Zoom

Staff: Jamee Robinson attended via Zoom and Maura Collins attended in person

Ms. Kurrle called the meeting to order at 12:07 pm. She asked if the notice of the meeting and agenda was publicly warned, and Ms. Collins confirmed.

Mr. Gomez made a motion to accept the minutes of the June 5, 2024 HR Committee meeting. Ms. Morrissey seconded the motion. The minutes were unanimously approved via roll call by Ms. Kurrle.

Ms. Collins reviewed her memo on emergency succession planning for the Executive Director. A discussion was had about the various scenarios that might prompt the need for such a plan and there was a general consensus that staff should pursue drafting an emergency succession plan for the Executive Director role, which would then be brought back to the committee for consideration.

Ms. Collins then discussed the upcoming cost of the Agency's health insurance premiums and deductibles for 2025. With premiums increasing 26% for VHFA, staff is looking at different ways to manage increased cost for both staff and the Agency. Ms. Collins shared survey results from Vermont-based employers showing that VHFA's benefits seem to be in line with the marketplace.

Ms. Collins then discussed the process staff is undertaking to hire a new Managing Director of Community Development as the current staff member in this role is leaving VHFA.

Finally, Ms. Collins discussed an idea brought forth by Mr. Gomez for the VHFA Commissioners to reflect on the work of the Board through an annual self-evaluation by the Board. The committee discussed the merits of such as process and staff offered to draft a survey and process that could be brought for future consideration by the committee.

Mr. Seelig made a motion to end the meeting at 1:41 pm, which was seconded by Mr. Gomez. It was unanimously approved in a roll call vote.

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

Respectfully submitted,

Maura Collins

Executive Director