

**MINUTES OF A SPECIAL MEETING OF THE
VLCT HUMAN RESOURCES PROGRAM REVIEW SUB-COMMITTEE
FEBURARY 20, 2015
VLCT OFFICES - MONTPELIER, VT**

The meeting was called to order at 1:00 p.m.

Committee members present: Representing VERB: Todd Odit, Joseph Colangelo (by phone); Representing VLCT: Sandra Pinsonault; Representing PACIF: Pete Johnson, Mel Adams.
VLCT staff present: Abby Friedman, Ken Canning.

Upon motion (Adams/Johnson), duly adopted by roll call, the committee voted unanimously to approve the meeting agenda.

Upon motion (Johnson/Colangelo), duly adopted by roll call, the committee voted unanimously to elect Todd Odit Chairperson and Sandra Pinsonault Vice Chairperson.

Staff provided background information regarding the genesis of the Human Resources Needs Analysis and Business Plan and the actions of the various Boards that led to today's meeting.

The committee discussed the possibility of VLCT providing a human resources program. There was consensus that Vermont municipalities could use this type of assistance. There was a wide ranging discussion which included topics such as: different type/size towns have different needs; basic resource materials and training are needed; working directly with municipal officials is important; what could the program offer initially; and whether services should be provided, in-house or contracted. Other questions were: How would the program be marketed? Should the program start small and targeted versus trying to be everything to everyone? Also, if the program will prevent PACIF and UI claims, how will the savings be analyzed? A few subcommittee members commented that the staffing and funding included in the business plan budget would need to be increased to accomplish the proposed program, especially if the program was successful and became widely used by the membership.

The committee assigned themselves some homework to be submitted to staff by Friday 2/27/15:

- 1) Review the year one column of Appendix Za and prioritize the list.
- 2) Develop a mission statement and goals and objectives.
- 3) Review the questions posed in agenda items 4. And 5. of the meeting memo.

The committee asked staff to compile the responses and prepare optional models and cost estimates based on this input.

The committee set dates for the next two meetings: 3/10/15 and 4/16/15 11:00am to 1:00pm.

Upon motion (Johnson/Adams), duly adopted by roll call, the committee voted unanimously to adjourn the meeting (2:50 p.m.).

