

**MINUTES OF A SPECIAL MEETING OF THE
VLCT HUMAN RESOURCES PROGRAM REVIEW SUB-COMMITTEE
MARCH 10, 2015
VLCT OFFICES - MONTPELIER, VT**

The meeting was called to order at 11:10 a.m.

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

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

Upon motion (Pinsonault/Janssen), duly adopted by roll call, the committee voted unanimously to approve the minutes of the 2/20/15 meeting as presented.

The committee discussed adopting a mission statement and agreed on the following:

"It is the mission of the VLCT Human Resources Program to serve and strengthen Vermont local governments by delivering quality HR services in an innovative and cost-conscious manner"

Upon motion (Adams/Janssen), duly adopted by roll call, the committee voted unanimously to adopt the above mission statement.

The committee continued the discussion on the elements of a human resources program with a focus on what elements the program should consist of in the first year to eighteen months. The committee developed the following first-year goals of the program:

- 1) Update the relevant manuals and handbooks outlined in the business plan and develop model job descriptions.
- 2) Develop and conduct an exposure analysis program that may consist of one or more of the following: Survey, self-assessment, on-site review/audit and compliance checklist. the purpose of which is to assess what the membership is doing well and what needs to be improved and what training programs should be developed based on a needs analysis.
- 3) Promote and market the HR program
- 4) Assist members with "hot topic" issues and conduct as needed focused training. Training may be done as long as it is not a detriment to other priorities.
- 5) Develop fee-for-service opportunities.

The committee discussed the possibility of developing an incentive program to reward members who are compliant with State and Federal law and following recommended best practices.

The committee discussed meeting half-way through the first year to evaluate the program and assess training needs. The committee suggested including the program as Town Fair topic in the fall.

The committee requested staff provide funding options for discussion at the next meeting.

Upon motion (_____/_____), duly adopted by roll call, the committee voted unanimously to adjourn the meeting (_____ p.m.).