MINUTES OF A SPECIAL MEETING OF THE VLCT HUMAN RESOURCES PROGRAM REVIEW SUB-COMMITTEE APRIL 13, 2015 VLCT OFFICES - MONTPELIER, VT

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

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

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

Upon motion (Janssen/Pinsonault), duly adopted by roll call, the committee voted to approve (Colangelo abstaining) the minutes of the 3/10/15 meeting as presented.

The committee discussed the funding components and mechanics of a human resources program. The committee also discussed how the program could operate in a cooperative manner by the various VLCT entities (VERB, VLCT/MAC and PACIF) in concert. The committee discussed that VERB would be the board of jurisdiction having oversight responsibility of the program; VLCT/MAC would be responsible for operational management of the program; and PACIF (the biggest beneficiary) as the major source of funding, would have input on program content and deliverables. Mike Gilbar explained how the funding would flow between the entities.

The committee discussed that pending approval by the respective boards, the program would begin July 1, 2015 and the start-up period would be eighteen months. Expense projections were presented on an annual basis. All VLCT entities are on a calendar year fiscal basis so they would be impacted for half a year this current fiscal period. Expenses would be incorporated into the normal budget process for the 2016 year and beyond. The intent is for the program to become an ongoing program for the benefit of the VLCT membership.

Upon motion (Pinsonault/Janssen), duly adopted by roll call, the committee voted unanimously to recommend to their respective boards, a funding model for the human resources program that has a total Year One budget of \$129,939 of which 70% (\$90,957) be funded by PACIF, 20% (\$25,988) be funded by VERB, and 10% (\$12,994) be funded by VLCT.

Upon motion (Colangelo/Pinsonault), duly adopted by roll call, the committee voted unanimously to recommend to their respective boards, that the VERB Trust be designated to manage the human resources program. VERB would enter into appropriate contracts with VLCT/MAC and PACIF to assure smooth operation of the program to meet the needs of VLCT, PACIF and VERB. The HR Program Joint Sub-Committee will convene twice a year (April and September) on an ongoing basis to review the program and report back to their respective boards.

The committee members will present their recommendations to their respective boards at the following upcoming meetings: 4/29/15 - VERB; 5/7/15 - VLCT; and 5/22/15 - PACIF.

Upon motion (Colangelo/Pinsonault), duly adopted by roll call, the committee voted unanimously to adjourn the meeting (1:50 p.m.).