

**VERMONT STATE HOUSING AUTHORITY
SPECIAL MEETING MINUTES
OCTOBER 29, 2021**

Roll Call

The Special Meeting of the Board of Commissioners of the Vermont State Housing Authority, held via ZOOM, was called to order at 08:30 a.m. by Chair Alex Farrell; and upon roll call, the following Commissioners were present: Caryn Feinberg, Jo Ann Troiano, Chris Trombly and Aaron Jones.

Staff personnel present: Kathleen Berk, Secretary/Executive Director; Kelly Pembroke, Director of Finance and Information Systems; Susan Kuegel, Director of Property & Asset Management and Morgan Ledo, Chair of the Vermont State Housing Authority Staff Federation of the Vermont State Employees Association.

This meeting was called for the purpose to consider and approve the outsourcing of the Authority's benefits processing and Human Resource functions.

The newly hired Director of Human Resources resigned her position at the end of September, providing a two-week notice. Over the last few weeks, Berk and Pembroke have been meeting with different Human Resource Consulting Firms. The recommendation presented to The Board is to outsource to NFP Solutions. They provide a full scope of services, including Benefits Administration and project related functions. One project would include a review of HR policies and practices to ensure compliance with all state and federal laws.

NFP also offers recruitment services. Berk is recommending the assistance of recruiting and help with hiring an HR Administrator. This HR Administrator will work onsite at the VSHA main office and would act as a liaison between staff and the consulting firm, in addition to direct support to the Executive Director of VSHA.

Trombly made a motion to accept the proposal of NFP Solutions as the outsource benefits provider. Feinberg seconded. All voted in favor.

The Chair adjourned the meeting at 8:39 a.m.

Respectfully Submitted,



Kathleen Berk
Executive Director/Secretary

