

Draft Minutes of October 10, 2024, Meeting of the Vermont Labor Relations Board

The Vermont Labor Relations Board conducted a meeting of the Board on October 10, 2024, beginning at 9:00 a.m. Board members Michelle Phelps, Karen Saudek, David Boulanger, Roger Donegan, and Board Chair Robert Greemore attended in person. Also, present were Executive Director Judith L. Dillon, and Clerk Melinda Moz-Knight.

Board Meeting Minutes for June 27, 2024:

Motion for approval of the June 27, 2024, meeting minutes was made by Mr. Donegan. Ms. Phelps seconded the motion. All Board members voted to approve the meeting minutes.

Budget FY25 Status:

The Board reviewed the FY25 budget as passed and actual expenditures through October 3, 2024. The carry forward amounts will be used for a case management system. The fee for space is a one-time expenditure that was just posted. The amount was more than anticipated. Board Clerk Moz-Knight and Executive Director Dillon answered Board questions.

Budget Development FY 26:

- a. Case Management- The Board plans to use carry forward funds to pay initial costs for a case management system. Executive Director Dillon has conferred with the ED of the Human Rights Commission and Agency of Digital Services about the cost, process, and different vendors for this system.
- b. Executive Director Dillon provided background regarding budget development. The Administration has recommended a 3% increase cap from the FY24 budget. Adhering to this limit, would require we cut operational expenses like per diems, due to the increase in salaries from FY24. ED Dillon has prepared three potential budgets, one using the 3% budget cap, one with a slight increase to maintain level funding, and one including a part-time Labor Relations Specialist position. The Board discussed the need for and process for obtaining authorization for a new position. The Board recommended including a request for a permanent part-time Labor Relations position in the budget.

ALRA Topics for 2025 Conference in Montreal:

Executive Director Dillon is on the programming committee for the 2025 ALRA conference in Montreal. The Board suggested topics for the Conference.

Hearing Updates/Protocols:

To ensure the parties have an accurate record of the exhibits admitted, at the end of the hearing, the Hearing Chair will review the admitted exhibit lists with the parties.

Board Clerk Melinda Moz-Knight informed the Board that we need to order three new Yealink microphone arrays, because the two in the hearing room are not compatible with the new models, and we need a third array to capture full sound in the room. An array would be placed on the witness table closest to one side (usually Petitioner), the other counsel table, and Board panel

table. The purchase should be a shared cost as we are not the only ones using the hearing room. The Board approved the request to purchase the new microphone arrays.

Board Member Update:

Board Member Boulanger has been reappointed to the Board. Executive Director has not been notified about the replacement for Board member Willard.

Case Status Update:

A total of thirty-eight cases are pending before the Board. The Board reviewed several pending cases and spoke about the timeline for closing cases.

Case Assignments

Hearing panels were assigned through June 5, 2025.

The next Board meeting will be held on January 9, 2025.

The general Board meeting adjourned at 11:40 a.m.

Respectfully Submitted

/s/ Melinda Moz-Knight
Melinda Moz-Knight, Clerk