

Town of. Pomfret
 5238 Pomfret Road
 North Pomfret, VT 05053
 SPECIAL MEETING 6:00 PM
 SELECTBOARD MEETING AGENDA
 July 17, 2019
 6:00 PM

Agenda Item	Presenter	Timeframe
1. Call to Order 2. Public Comment 3. Review of Agenda 4. SPECIAL MEETING HR Contractors' Presentations a. Erika Schramm 6:00 b. Ginny Champney 6:20 c. Teresa Miele 6:40	Chair Guests	6:00 PM
5. Adjournment	Chair	

SKYLIGHT

COACHING & CONSULTING

(802) 503-2389 ♦ erika@skylightcoaching.com ♦ www.skylightcoaching.com

APPROACH

To help the Town of Pomfret prioritize and address critical HR needs, I will partner with you to:

- Assess needs and identify improvement opportunities
- Recommend solutions
- Support implementation, as requested
- Maintain and sustain by providing ongoing HR consultation and support

ABOUT ERIKA

Erika Schramm is a coach and consultant with 20 years of human resources and leadership experience. She is passionate about helping people and teams be their best as they lead full, balanced and purposeful lives. Prior to becoming a coach and consultant, Erika was Human Resources Director and member of the Executive Leadership Team for Vermont Energy Investment Corporation and Northern Power Systems. In addition, she is an active member in her community, volunteering on a number of Boards and in her kids' school and cub scout troop. Erika has a degree in Industrial and Labor Relations through Cornell University and is a certified professional coach. In all aspects of her life, she is committed to helping people, teams and organizations develop, grow and thrive. When she's not working or volunteering, you can find Erika running, hiking, biking, boating, doing yoga, cooking and going on adventures with her two sons (ages 8 and 11) and husband. She is proud to call Vermont home and loves exploring and contributing to her community.

RATE

Work rate: \$150/hour

Travel rate: \$75/hour (note: most work will be done remotely, with travel as requested)

Town of Pomfret Consulting Agreement

THIS AGREEMENT ("Agreement") is entered into on June 30, 2019 ("Effective Date"), between the Town of Pomfret, a municipality, located at 5218 Pomfret Road, North Pomfret, VT, and HR Consulting Solutions, LLC. located at 9 Nannacher Road, Waterbury, VT.

The Town of Pomfret, hereinafter referred to as "Customer", and HR Consulting Solutions, LLC., hereinafter referred to as "Contractor," hereby agree to the following terms outlined in this Agreement.

SCOPE OF SERVICES: The Contractor will provide HR consulting services as requested by the Customer. Such services may include the following:

1. Create an effective hiring process including updating all job descriptions, standard offer letter, onboarding paperwork, etc.
2. Assist with recruiting process (scheduling interviews, following-up, etc.).
3. Review personnel files of current and terminated employees in the past three years to verify I-9 Forms have been completed accurately.
4. Develop a comprehensive compensation structure:
 - a. Analyze VLCT compensation data and create pay ranges for each position.
5. Review current posters for the office to ensure compliance.
6. Oversee the performance review process.
7. Other HR services as requested or needed.

PROCEDURES: The work will be conducted primarily off-site except for projects that require the Contractor to work on-site at the Customer's office. The Contractor will work one day on-site to address Item #3 and #5 above. The remainder of the work will be primarily remote.

ESTIMATED HOURS: Initially, the Contractor expects to work approximately 10 hours per week for two weeks until the initial projects listed above are completed. Thereafter, the estimated average time will be 1 - 2 hours per week.

FEES: The Customer will pay the Consultant an hourly fee of \$100.00 per hour plus the standard federal mileage rate when traveling to the Town office. The Contractor will submit an invoice monthly. Payment of fees will be due Net-15 days.

Independent Contractor: In performing services for the Customer pursuant to this Agreement, the Contractor shall be acting in the capacity of an independent consultant to the Customer and not as an employee of the Customer. While the goals and objectives of the services to be performed are described in this Agreement, the Contractor shall determine the details of performing such work and meeting such goals. The Contractor shall not have any authority to and shall not bind the Customer without the Customer's prior written consent and authorization. Subject to the terms and conditions of this Agreement, it is understood that the Contractor may, and will contract for similar services with other individuals and businesses. Contractor shall be solely responsible for any and all taxes, worker's compensation insurance, disability payments, unemployment insurance payments or any similar type of payment for Contractor and shall hold the Customer harmless from any and all such payments.

Duration of Agreement: This Agreement is entered into with the understanding that either party can terminate the Agreement after providing a one (1) week notice to the other party or until the work is completed. The notice of termination prior to completion should be in writing.

This Agreement shall be interpreted pursuant to the laws of Vermont.

Customer: Town of Pomfret

Contractor: HR Consulting Solutions, LLC

Ginny Champney

Ginny Champney, Principal

Date

Date



GINNY CHAMPNEY, MBA, SPHR

(802) 241-1003 (Office)

802-498-5786 (cell)

ginny.champney@hrcsvt.com

HR Consulting Solutions, LLC. (HRCS), Waterbury, VT

2011 – Present

HR Consulting Solutions specializes in supporting companies who require HR expertise in compliance, employee relations and in sourcing, screening, and selecting top talent.

Key Projects:

- ◆ Provide HR Consulting services for national and local companies ranging in size from 400 to 30 employees.
- ◆ Seamlessly assumed the role of HR Manager at an engineering company with 35 employees for three months.
- ◆ Provide HR support for clients to address employee relations' issues; compliance and development of effective policies.
- ◆ Created new job descriptions for a company with 450 employees located throughout the U.S.
- ◆ Conducted an in-depth compensation analysis for a national company involving an external market analysis, internal equity analysis, development of a salary structure and market competitive ranges.
- ◆ Write or update handbooks to improve communication with employees and consistency of treatment throughout the organizations.
- ◆ Successfully sourced and secured candidates for clients' difficult-to-fill positions in HR, HRIS, IT, Engineering, Marketing and Manufacturing.
- ◆ Performed HR Audits addressing compliance issues and initiating organizational and process improvements.

SUSS MicroTec, Inc., Waterbury Center, VT

Human Resources Director

2006- 2011

Human Resources Manager

1988- 2006

Payroll, Compensation & Benefits Administrator

1986- 1988

SUSS MicroTec Inc. (SMTI) is a U.S. corporation owned by SUSS MicroTec AG located in Munich, Germany. SMTI designed, manufactured and sold throughout the world highly complex equipment used in the semiconductor industry to create leading edge technology.

Employment

- ◆ Astute in finding qualified candidates for all types of positions with extensive experience in engineering, finance, management, sales, technical disciplines.
- ◆ Successfully sourced and led the search processes to fill the management positions such as CFO (who was later promoted to General Manager), COO, VP of Sales, and Controller,

3618 Quarterline Rd.
Center Rutland, VT 05736

802-558-6053 (cell)
teresa.miele@hracquired.com

Teresa A. Miele

Current

Owner/Human Resources Professional

2015 – Present

HR Acquired, LLC

N. Clarendon, VT

I opened my own business in response to the catastrophic loss of the Rutland Plywood plant. I deliver customized solutions to businesses and take the "guess work" out of human resources. With 20+ years of human resource experience, I am strategically positioned to work with small and medium sized businesses. My practical approach allows for ease in understanding and implementing practices that are of benefit to both employer and employee.

Experience

Human Resources Manager

2013 - 2014

Rutland Plywood, Corp.

Rutland, VT

Report to VP of Operations

Member of management team, directly tied to operations

Spokesperson for media & responsible for all aspects of employee relations, & insurance requirements throughout crisis of total loss of plant due to fire

Spearhead for implementing change in company culture

Development & implementation of new employee hiring process & on-boarding with department leaders

Developed, implemented & conducted EH&S & HR trainings

Developed & conducted plant tours

Developed & maintained strong working relationship with VT Dept. of Probation & Parole

Responsible for talent recruitment

Reviewed & updated job descriptions, including FLSA classifications

Supported payroll department & managed self-funded/self-administered benefits, including COBRA, dental & HRA

Revised & implemented various HR, benefit forms & checklists

Responsible for FMLA process

Oversight & implementation of personnel filing system, I-9 management & voluntary affirmative action

Involved with renegotiation of employee benefits & worker's compensation

Successfully transitioned 401(k) plan to People's United Bank

Implemented additional worker's compensation strategies, including nurse case management, cross-referencing data elements for reporting & solid Return-to-Work program

Implemented employee exit process

Explored & implemented diversity initiatives, including outreach to Creative Workforce Solutions & Veterans Association

Provide training/mentoring in meeting format/facilitation, Crucial Conversations & employee relations

Responsible for all federal & state reporting, including OSHA 300 log

Facilitated employee Safety Committee & Communication Committee

Developed & implemented Incident Reporting process

Handled all aspects of employee injuries, including coordination of care and reporting

Updated & implemented new safety audits

Handled VOSHA inspection & successfully appealed citations

Developed & utilized safety resources

Liaison to attorney, insurance agent, WC carrier, benefits, State and local agencies