



Friday, June 14, 2024, 8:30 AM, Remote via ZOOM

8:30 am Remotely via ZOOM:

Please click the link below to join the webinar:

Zoom Link: <https://zoom.us/j/94820907375?pwd=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jQT09>

Meeting ID: 948 2090 7375

Passcode: 616429

1. Adopt Agenda

2. Approve Minutes

Subject	2.1. Approval of 05.17.24 meeting minutes
Meeting	June 14, 2024 - HRPC 06/14/2024 - Friday, June 14, 2024, 8:30 AM, Remote via ZOOM
Category	2. Approve Minutes
Department	Human Resources
Type	

3. Public Forum

4. Executive Session

Subject	4.1. Step 2 Grievance: Urban Park Ranger Hiring
Meeting	June 14, 2024 - HRPC 06/14/2024 - Friday, June 14, 2024, 8:30 AM, Remote via ZOOM
Category	4. Executive Session
Department	Human Resources
Type	
Recommended Action	

Subject	4.2. Step 2 Grievance: Water Distribution (resolution discussion)
Meeting	June 14, 2024 - HRPC 06/14/2024 - Friday, June 14, 2024, 8:30 AM, Remote via ZOOM
Category	4. Executive Session
Department	Human Resources
Type	
Recommended Action	

5. Grievance Procedure

Subject	5.1. Use of proper forms
Meeting	June 14, 2024 - HRPC 06/14/2024 - Friday, June 14, 2024, 8:30 AM, Remote via ZOOM
Category	5. Grievance Procedure
Department	Human Resources
Type	
Recommended Action	

Subject	5.2. Informing the committee
Meeting	June 14, 2024 - HRPC 06/14/2024 - Friday, June 14, 2024, 8:30 AM, Remote via ZOOM
Category	5. Grievance Procedure
Department	Human Resources
Type	
Recommended Action	

6. Interim Support - Departure of the HR Director

7. Other Committee Business

8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	June 14, 2024 - HRPC 06/14/2024 - Friday, June 14, 2024, 8:30 AM, Remote via ZOOM
Category	8. Adjournment
Department	Council and Board
Type	
Recommended Action	

9. Informational and Non-Discrimination Statements

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities and employment opportunities. The programs and services of the City of Burlington are accessible to people with disabilities. Individuals who require special arrangements, auxiliary aid, service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Burlington, should contact the office of the Title II Burlington ADA Coordinator at 802-865-7000 as soon as possible but no later than 48 hours before the scheduled event.



Friday, May 17, 2024, 8:30 AM, Remote via Zoom

8:30 am Remotely via ZOOM:

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Meeting ID: 948 2090 7375

Passcode: 616429

Present:

City Councilor Sarah Carpenter, Committee Chair (SC)

City Councilor Evan Litwin (EL)

City Councilor Marek Broderick (MB)

Kerin Durfee, Director of Human Resources (KD)

Others:

Erik Ramakrishnan, Assistant City Attorney

Chapin Spencer, Director of DPW

Damion Gilbert, AFSCME Council 1343

Jesse Greeno, AFSCME Council 1343

Meaghan Diffenderfer, HR Administrative Coordinator

Meeting called to order by SC, 8:33 am.

1. Adopt Agenda

Councilor EL Moves to adopt the agenda.

Councilor MB Seconds.

Motion so moved and approved

2. Approve Minutes

Councilor MB Moves to approve the minutes from the 03.26.24 meeting.

Councilor EL Seconds.

Motion so moved and approved.

3. Introductions

All on the call provided quick introductions to one another, as this was the first meeting with the new composition of the Committee.

4. Committee Overview

KD shares that the committee typically meets in person, but due to construction we are meeting virtually this month. The Personnel Policy Manual on website for review by committee members. This committee meets to hear grievances, mostly from AFSCME, and work on city policy. Some of the business that will be covered is left over from the previous committee – KD is always here if there are any questions. There will be a fuller orientation of what HR does by our Recruitment team member as well as a presentation on the full HR team.

5. Public Forum

None.

Motion by Councilor EL, second by Councilor MB, to find that premature general public knowledge of labor relations and employee grievances would clearly place the City at a substantial disadvantage because the City risks disclosing confidential personnel matters in public.

Motion by Councilor EL, second by Councilor MB, that based on the finding of substantial disadvantage, the Council enter into executive session to hear the grievance under the provisions of 1 V.S.A. 313(a)(1)(B) and (D), to include all currently present in the meeting (HRPC Meeting, Director of HR, Legal Counsel, Director of DPW, Representatives from AFSCME Local 1343, and committee admin).

6. Executive Session

The committee entered executive session at 8:42 am.

The committee heard from the union and management regarding a step 2 grievance on articles 2.2, 10.3, 10.5, and 15.3. Director Durfee will write a draft agreement to be presented to the attorney's office for review, and presented to the Union no later than 5/31. Management also agreed to have an apology letter issued to the impacted party within 10 business days.

The committee heard from the union and management regarding a separate step 2 grievance on articles 10.3 and 10.5. The councilors entered a caucus with legal counsel and the Director of HR at 9:40, and came back at 9:49. The committee will deliberate on the grievance and issue a response within 7 business days.

Councilor MB moves to leave executive session, Councilor EL seconds.

All in favor, so moved.

Executive sessions ends, 10:14 am.

Councilor SC postponed item 7 (PPM review) to allow for the committee to deliberate on the grievances heard.

8. Other Committee Business

Councilors deliberated on the grievances heard during executive session.

9. Adjournment

The meeting was adjourned at 10:40 am.

10. Informational and Non-Discrimination Statements

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