



## Friday, July 19, 2024, 8:30 AM, Red Stone Cottage Conference Room (Kieslich Park, 311 North Ave)

8:30 am, Red Stone House Conference Room, Kieslich Park, 311 North Ave., Burlington, VT OR 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

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### 2. Adopt Minutes

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<b>Subject</b>	<b>2.1. Approval of Minutes</b>
Meeting	July 19, 2024 - HRPC 07/19/2024 - Friday, July 19, 2024, 8:30 AM, Red Stone Cottage Conference Room (Kieslich Park, 311 North Ave)
Category	2. Adopt Minutes
Department	
Type	
Recommended Action	

### 3. Public Forum

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### 4. Department Head 360 Evaluations

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### 5. Personell Policy Manual

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<b>Subject</b>	<b>5.1. Update from HR</b>
Meeting	July 19, 2024 - HRPC 07/19/2024 - Friday, July 19, 2024, 8:30 AM, Red Stone Cottage Conference Room (Kieslich Park, 311 North Ave)
Category	5. Personell Policy Manual
Department	Human Resources
Type	
Recommended Action	

### 6. Other Committee Business

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### 7. Adjournment

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**Subject**                               **7.1. Motion to adjourn**

Meeting                                 July 19, 2024 - HRPC 07/19/2024 - Friday, July 19, 2024, 8:30 AM, Red Stone Cottage Conference Room (Kieslich Park, 311 North Ave)

Category                               7. Adjournment

Department                         Council and Board

Type

Recommended Action

## **8. 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, 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

#### 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:

Lynn Reagan, Assistant Director of Human Resources (LR)

Hayley McClenahan, Assistant City Attorney (HM)

Erik Ramakrishnan, Assistant City Attorney (ER)

Chapin Spencer, Director of DPW (CS)

Megan Moir, Division Director Water Resources (MM)

Jesse Greeno, AFSCME Council 1343 President (JG)

Kristin Warner, AFSCME Council 1343 Staff Representative (KW)

Damion Gilbert, AFSCME Council 1343 Treasurer

Tim Williams, Safety Manager (TW)

Meeting called to order by SC.

All present introduced themselves.

## 1. Adopt Agenda

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SC asks to make two corrections to the agenda before approving, removing 4.1 (Urban Park Ranger) from executive session as that has been resolved and other Other Committee Business, would like to add an item around Department Head Evaluation Process.

Councilor MB Moves to adopt the agenda with the suggested amendments.

Councilor EL Seconds.

Motion so moved and approved.

## 2. Approve Minutes

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Councilor EL Moves to approve the minutes from the 06.17.24 meeting.

Councilor MB Seconds.

Motion so moved and approved.

## 3. Public Forum

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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, Director of HR, Assistant Director of HR, Legal Counsel, Director of DPW, Representatives from AFSCME Local 1343, and committee admin).

The committee entered Executive Session.

#### **4. Executive Session**

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Committee heard from the union and management regarding a step 2 grievance and finalized a resolution.

The committee left executive session and entered the meeting.

#### **5. Grievance Procedure**

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5.1 and 5.2 Use of Proper Forms and Informing HRPC on Grievances

SC has asked that the staff of HR work with the union to require and make available a form that can be used as grievances proceed.

Leadership from the Union and Management both spoke about what would make a form the most usable for both parties, and what should lie on the grievance form vs. each internal parties own tracking and processing of grievances. Both parties agreed that grievances would not be denied if not submitted using this form.

KW offered to bring this forward when the union has a membership and executive board meeting on 6/24. We can submit a draft of what we would like to use by 7/1 to be submitted to HR for review.

#### **6. Interim Support – Departure of the HR Director**

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As Kerin Durfee will be leaving the HR Director role on 7/1, Lynn Reagan will be Acting HR Director. Lynn joined the city in 2016 as an HR manger. During her time she’s had the chance to partner with most employees, both management and individual employees. Looking forward to working with the Union and the Committee.

KD spoke to the group and says thank you to Damion for all his assistance to Kerin directly and the committee. Kerin also thanks the City Attorney’s Office. She issued a final reminder that it’s our job to take care of our employees.

SC also issues a thank you to Damion for all his hard work while acting as President.

#### **7. Other Committee Business**

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7.1 Department Head Review

SC has been having conversations with the Mayor’s office as all employees except Department Heads currently have an annual review and procedure in place. SC would like to see this implemented for Department Heads as well. The Mayor will be acting the committee for input on process, likely to be brought up on the next agenda.

7.2 Next Meeting

The committee will meet next on 7/19/24 at 8:30 am at the Redstone Cottage (311 North Ave).

#### **9. Adjournment**

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The meeting was adjourned by SC.

## **10. Informational and Non-Discrimination Statements**

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