



Monday, December 2, 2024, 2:00 PM, Kieslich Cottage, 311 North Ave., Burlington, VT

2 pm, Conference Room at Kieslich Cottage, 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

2. Adopt Minutes

Subject	2.1. Approve Minutes from 9.30.24 Meeting
Meeting	December 2, 2024 - HRPC 12/02/2024 - Monday, December 2, 2024, 2:00 PM, Kieslich Cottage, 311 North Ave., Burlington, VT
Category	2. Adopt Minutes
Department	Human Resources
Type	

3. Public Forum

4. Department Head 360 Evaluations Update

5. Modern Gov Update

6. Vacant Department Head Searches

7. Other Committee Business

8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	December 2, 2024 - HRPC 12/02/2024 - Monday, December 2, 2024, 2:00 PM, Kieslich Cottage, 311 North Ave., Burlington, VT
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.



Monday, September 30, 2024, 2:30 PM, Kieslich Cottage, 311 North Ave. Burlington, VT

2 pm, Kieslich Cottage, 311 North Ave. Burlington, VT OR Remotely via ZOOM:

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Present:

Councilor Sarah Carter, Chair (SC)

Councilor Marek Broderick (MB)

Councilor Evan Litwin (EL)

Lynn Regan, HR Acting Director (LR)

Gillian Nanton, CEDO / Language Access Project (GN)

Phet Keomanyvanh, Director of REIB (PK)

John, resident Ward 4 NNE

Meaghan Diffenderfer, HR Administrative Coordinator (MD)

Councilor Carter calls the meeting to order, 2:33 pm

1. Adopt Minutes

EL moves to approve the minutes

MB second

All in favor, motion so moved and adopted.

Adopt Agenda

EL moves to adopt the agenda

MB seconds

All in favor, motion so moved and adopted.

2. Public Forum

None.

3. Language Access Policy

Presentation by CEDO and REIB (Gillian Nanton, Phet Keomanyvanh) on the Language Access Program (LAP). The LAP was created and approved by Council in 2020, with support from the Mayor's office, CEDO, REIB, and HR. The intent is for all employees and residents to have access to services and information as well as opportunities in the city. The goal is to be sure this policy is embedded across city departments.

There are three key components to the program: ensuring meaningful access is provided for city programs and services, prioritizing translation and interpretation - particularly around emergency services and communication as well as non-emergency communications, and a commitment to complete a need assessment ever 3 years. The identified key needs are for translation services; CEDO has worked to provide translation services through a third party vendor for public communications. The policy also calls for naming of Language access service representatives. It requires departments to each name a representative who will be the main resource in the department / first point of contact around language access. Earlier this year there were 9 representatives; it is now up to 18 representatives thanks to support from the Mayor. The policy also calls for staff training and best practices.

The LAP is coming forward to committee to ask for a consideration of embedding the LAP into the PPM to further embed this work across the City.

Councilors asked clarifying questions around other places to focus (particularly the new City webpage and election materials).

LR confirmed that this policy will be enshrined in the updates being made to the PPM.

SC shares an update that two City Council meetings ago the accessibility committee passed a resolution re-structuring the committee and specifically tasks each department to identify a liaison around accessibility.

4. PPM Update

LR: This is going to be on our agenda for a while, but to provide an update, we have been reviewing the PPM as the HR staff and are getting ready to hand it off to the Attorney's office for review. We had a meeting with the Attorney's office, Director Barker and CEO Schad and have discovered some policies that exist but might not need to live in the PPM, and finding where we want to store those. Completion date is March 2025 – after the Attorney's office review and the committee review, we also have to provide it to employees for 15 days. There will be a summary document to highlight the changes made.

5. 360 Evaluations

LR provided an update on the 360 Evaluation process. She has been in touch with the Mayor who took a look at the edits of the first draft and provided some feedback; those edits will be incorporated and then distributed via email to committee for review and approval.

Councilors asked clarifying questions, including confirmation for if evaluations will be from a large cross-section of staff to help maintain anonymity of responders, and noting the varying department sizes will have an impact on that as well. Councilors also noted that for some department heads that are public facing, responses from Commission Members may be welcomed. LR confirmed that feedback provided so far by the Mayor has only been in regards to the make-up of the questions in place.

6. Review of Council Required Trainings

EL brought forward concerns around the required trainings currently hosted in the NeoGov portal, specifically who is required to take them. There is concern around the time it takes to complete, which especially for elected officials, is time taken away from providing direct services to residents.

LR shared there is a priority list for what should be completed by every employee and representative of the City (REIB trainings and the Cybersecurity trainings) vs. what are the currently-assigned OSHA trainings for all .

SC suggested a memo with those trainings outlined.

LR will determine first if any of them are necessary, and then will move the conversation forward accordingly.

7. Other Committee Business

Councilors asked clarifying questions on the status of the resolution on the accessibility committee, and if the LAP representatives get any additional compensation. LR clarified that the LAP are almost all non-union staff, much like the accessibility committee.

Next meeting is November 4 at 2:30 pm at Kieslich Cottage.

8. Adjournment

Councilor EL motions to adjourn.

SC seconds.

Motion so moved, and meeting adjourned.

9. Informational and Non-Discrimination Statements

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