



Monday, May 12, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT

8:30 am, HR Conference Room, 200 Church St., 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. Approve Agenda & Minutes

Subject	1.1. Adopt Agenda
Meeting	May 12, 2025 - HRPC 05/12/2025 - Monday, May 12, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	

Subject	1.2. Approve Minutes
Meeting	May 12, 2025 - HRPC 05/12/2025 - Monday, May 12, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	

2. Public Forum

3. Advisory Committee on Accessibility Nominations

Subject	3.1. Approve nominations to the Advisory Committee on Accessibility
Meeting	May 12, 2025 - HRPC 05/12/2025 - Monday, May 12, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	3. Advisory Committee on Accessibility Nominations
Department	Human Resources
Type	
Recommended Action	

4. Other Committee Business

5. Adjournment

Subject	5.1. Move to adjourn
Meeting	May 12, 2025 - HRPC 05/12/2025 - Monday, May 12, 2025, 8:30 AM, HR Conference Room, 200 Church St., Burlington, VT
Category	5. Adjournment
Department	Human Resources
Type	
Recommended Action	

6. 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.



**Human Resources Policy Committee Meeting
Wednesday, March 17, 2025, 2:30 PM, HR Conference Room, 200 Church St.,
Burlington, VT**

2:30 pm, HR Conference Room, 200 Church St., 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

Present:

Councilor Sarah Carpenter, Chair (SC)

Councilor Marek Broderick (MB)

Councilor Evan Litwin (EL)

Other in Attendance:

Lynn Reagan, HR Acting Director (LR)

Meaghan Diffenderfer, HR Administrative Coordinator

Meeting called to order, 2:32 pm by Chair Carter

1. Adopt Agenda

MB moves to adopt the agenda without the tentative executive session

EL seconds

All in favor, motion so moved and adopted

2. Approve Minutes

MB moves to approve the minutes from the 2/3/25 meeting as written

EL Seconds

All in favor, motion so moved and approved

3. Public Forum

None.

4. Policy Review

Subject

**4.1. Discuss / approve new policies to be added to the City of Burlington's
Comprehensive Personnel Policy Manual**

LR leads discussion around policy review of the new Interactive Process Policy and Market Factor policy. Employee comments were shared with the committee.

Committee members asked clarifying questions.

MB moves to bring the policies forward to City Council.

EL seconds.

All in favor, motion so moved and accepted.

Next steps: Lynn will present policies to Board of Finance/Council, and Councilor Carpenter will add it to consent agenda.

5. Other Committee Business

Last committee meeting as this group, with presumed carry-over after organization day on 4/7. Should know first week in April what committee make-up will be.

LR provided an update on the timeline of the BPOA and BFFA negotiations.

7. Adjournment

Meeting adjourned by Chair SC at 3:00 pm.

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

Proposed BACA Members in Accordance to Resolution for appointment

Three (3) City Staff including the City's ADA Coordinator and the Director of Capital Programs

Katherine Schad (she/her) - ADA Coordinator

Ashley Parker (she/her) – Capital Programs Director

Timothy Williams (He/Him) Safety Manager - dedicated City of Burlington employee and lifelong resident with a deep personal and professional commitment to advancing accessibility and inclusion. Living with less visible disabilities—including hearing loss, clinical depression, ADHD, dyslexia, and other language-based learning disabilities—Tim brings lived experience and insight into the broader spectrum of accessibility needs.

He Believes strongly in expanding the conversation around accessibility beyond mobility challenges to include individuals with limited English proficiency and those with cognitive, sensory, and mental health disabilities. Tim has a working knowledge of reasonable accommodations and is passionate about helping create environments where all community members can fully participate.

Three (3) representatives from organizations or programs representing those with a disability

Nate Besio (he/him) – Vermont Center for Independent Living (VCIL) - currently serves as a Peer Advocate Coordinator at the VCIL Burlington office. Prior to that he has over ten years of business and accounting experience, primarily in the non-profit industry working for the State of Vermont and UVM. He is currently serving his 3rd term as a Vermont Human Rights Commissioner and is a committed community leader who has served on many boards.

John Thomas (he/him) Vermont Association for the Blind and Visually Impaired [VABVI] – He has served as the Director of Development for VABVI for seven years. He has been the project manager for VABVI's accessibility work with the City of Burlington Parks and Rec Dept.

Karen Downey (She/Her) – UVM Department of Medicine Occupational Therapy – As a Burlington resident for over 40 years and a licensed and certified occupational therapist, I wish to be a member of the Burlington Advisory Committee on Accessibility. I have worked with both children and adults who have disabilities in a variety of settings including acute care hospitals, nursing homes, home health agencies and educational settings. Recently I retired from the full-time position of District Occupational Therapist in the Burlington School District where I worked with children with disabilities along with their family members. I am presently an adjunct faculty member of the University of Vermont Occupational Therapy Doctoral program. I am also a Ward 5 election worker as well as a member of Vermont AMBUCS, a non-profit organization that provides adapted tricycles for children and adults with mobility challenges.

As a member of the Burlington Advisory Committee on Accessibility, I wish to assist the city to improve citizen access to city services, buildings and programs. Considering the number of city residents with mobility and other sensory disabilities as well as the aging of our general population, I am interested in offering creative and evidence-based solutions for accessibility problems that the city faces.

At least three (3) people with lived experience who live, work, or spend significant time in Burlington.

Lisa Black (She/Her) Burlington Resident - My goal is to be a valued member of the Accessibility Advisory Committee to the Mayor by offering up my unique lived experience as a disabled person and as a medical professional. Being a certified ADA coordinator who took all the necessary courses and passed the national final certification exam a board certified Physician's Assistant for over 30 years and a board certified Patient Advocate offers a trifecta of advocacy and skills plus being a disabled person myself.

Scottie Taylor (They/them) Burlington Resident - I am recently an "official" addition to the residents of Burlington after years of living here as an undergrad student, grad student, young professional, and now hoping to grow my family here. It is quite a privilege to have the opportunity to be a member of the Advisory Committee on Accessibility. My spouse, Taran [they/she] and I bought our home on Shelburne St, and talk often of how excited we are to add a younger generation to our home. Milo, our cat [he/him] shares our home, is exclusively an indoor cat, and loves being a BTV cat.

Burlington has *felt like* home for me all these years - I've loved everything from Church Street to the bike path to Oakledge to the small city parks sprinkled throughout. I love our old city buildings and our charming pockets of community within the city. In order for me to know I love these parts of our city, I have the privilege of easily accessing them - in some ways they were designed with my body in mind. Not all bodies were considered, and now we have the opportunity to amend and learn from time and experience. I love that I have an opportunity to bring my lens to a Committee committed to making all these parts of Burlington accessible to all, so they can discover what pockets of Burlington they love the most.

As a Physical Therapist with a variety of experiences, I hope to bring insights from many perspectives - families with children who feel overwhelmed in accessing the community, alternative mobility considerations, neurodivergent considerations, and anything I might not be familiar with, I am not one to shy away from a conversation filled with curiosity and learning.

Thank you again for your consideration in my participation in your Advisory Committee. If it feels like it might be a good fit, I look forward to working with you all. If, for now, you find another whom brings what is needed, thank you for your work in making Burlington feel like an accessible home to all.

Sharon Henault (She/Her) Burlington Resident – Sharon Henault is a 70 year old woman with cerebral palsy who is lucky enough to have lived through the civil rights and IL movements for people with disabilities.

She has worked for the Governor's Committee on Employment for Persons with Disabilities (GCEPD) (formerly "for handicapped,"), as a Vocational Rehabilitation counselor, an advocate for United Cerebral Palsy and a navigator for the Federation for Children's Mental Health.

She has served on many boards and commissions that work to protect and expand the civil rights for people with disabilities. She also helped start the Vermont Center for Independent living (VCIL)