



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

Present:

Councilor Sarah Carpenter, Chair (SC)

Councilor Marek Broderick (MB)

Councilor Evan Litwin (EL)

Others in Attendance:

Lynn Reagan, HR Acting Director (LR)

Meaghan Diffenderfer, HR Administrative Coordinator

Annie

Sarah calls meeting to order at 2:04 pm

1. Adopt Agenda

MB moves to adopt the agenda.

EL seconds the motion.

All in favor, motion so moved and adopted.

2. Accept Minutes

EL moves to accept the minutes as written.

MB seconds the motion.

All in favor, motion so moved and accepted.

2. Public Forum

none

3. Department Head 360 Evaluations Update

LR presents update on Department Head 360 Evaluations. She has met with the Mayor and finalized the document – not much different than what was shared with the committee at the last meeting. She will be meeting with the Chief and Deputy Chief of staffs next week to start assigning each department head with a rater (as of now, a combination of direct reports, peer department head, and city councilors). The survey itself is already set up in draft form on survey monkey. It is estimated it will take between 11-15 minutes to complete. The hope is to roll it out in the beginning of the new year. Each recipient will have between 2-3 weeks to have the evaluations completed, and all data will come back to the HR department. HR will collect it and make sure anonymity is maintained, and will present the data to the mayor end of February / early March. The Mayor will use the data to determine any necessary trainings that should be completed by the department heads and utilize it as one tool of many in regards to reappointments. Her hope is to give at least 2 months' notice to any department head who won't be reappointed.

SC asks for further details on how city councilors will be involved?

LR clarifies it is to include any city councilor who may have relationship with department heads, such as those who sit on department boards or commissions.

SC asks for the final draft of the survey to be sent – LR confirms she can send out the survey monkey link so councilors can see the survey as it will be presented to those completing it.

MB wants to be sure that the councilors selected have enough experience with the department head that the review is worthwhile (i.e. there is an actual, meaningful working relationship) and remains anonymous.

4. Modern Gov Update

LR gives an update on the Modern Gov initiative. She clarifies she is not part of the leadership team that is working alongside the Mayor to work on the Modern Gov project. There has been no impacts yet that have trickled down to the departments. It is still in a discussion phase between the Mayor and selected individuals.

SC asks for clarification on how HR as a department and HRPC may be involved.

LR clarified there could be merging of departments and roles which could lead to a reassignment of a role. The PPM would be followed, and HR and HRPC may be asked to provide input using the tools we have, including the policies laid out in union contracts. Conversations with the Mayor and Chief of Staff continue and this is being discussed, and LR is reminding them of these guiding documents that we have to consider and adhere to while decisions are being made.

EL asks about how this coincides with the FY26 budgeting timeline.

LR explains the budgeting process is happening earlier this year, and notes that Modern Gov will not be a single fiscal year project. Changes made in FY26 will likely be smaller than changes down the line.

EL asks about if it comes to reassigning work vs. layoffs, will it represent cost savings or will salaries be maintained at their current rates if an employee changes positions?

LR shares that it depends, and we would have to review the contracts since a voluntary transfer vs. involuntary transfer do have different paths, at least in the AFSCME contract. The next steps are not known at this point in time. There has been no discussion of layoffs, and the mayor's office is doing everything they can to maintain the city budget.

5. Vacant Department Head Searches

SC opens the discussion by sharing the Director of Planning role has been filled and there is an active search for the Chief of Police.

LR adds on that Charles Dillard (an internal candidate) was hired into the Director of Planning role. Initially the Mayor planned to post the Director of HR once the Director of planning position was filled; that has been placed on hold and LR will continue to act as Interim Director while focus shifts to Chief Of Police. Most likely an outside recruiter will be hired for that search, and the hiring and search team will involve members of the police department and commission in addition to HR.

EL encourages a survey to be sent to councilors or something of the sort to be taken into account to ensure that there isn't a standstill in terms of approving the new Chief.

MB suggests going to both caucuses asking for a discussion, so feedback on what is being sought by councilors can be taken into consideration.

LR shares that Christian Berry has been promoted to be the Interim Director of REIB after Phet, the previous Director, resigned.

SC asks if they will they be filling any additional roles in that department.

LR is unsure at this time

SC asks if the same recruitment process for the Chief of Police will be used for the Deputy Chief of Police.

LR: We are actively recruiting for those roles now and hoping that there will be crossover with the current Deputy Chief.

EL wants to be sure whatever outside recruiting agency that is selected has a plan for how to outreach to diverse groups to find candidates.

LR has not heard a launch date of when the recruitment process will start but imagines it will be sooner rather than later. We were given a last possible employment date, but the Chief has been clear that if another opportunity arises he may leave earlier than that date.

EL asks the committee to be kept updated if the these roles are filled or any changes in process, even via email if it's between meetings.

6. Other Committee Business

LR reports that the PPM is moving in the right direction. It has been handed it off to the City Attorney's office for review. There are scheduled meetings every 2 weeks to check in with them. The goal of completion is still spring – March 2025. While it still might come up over the next few meetings, the goal is to make a summary sheet of any policies that have been touched or changed. There is work on the City's ADA policy with the Attorney's office to formalize our process.

SC asks if that policy will go through the Accessibility Committee.

LR says the plan is to pass it along, but that committee does mostly focus on external relations. She also is asking that it gets approved and put out sooner than the complete PPM manual.

SC notes that she did ask that each department appoint someone to serve on the accessibility committee.

Next Meeting planning: Break in January, meet in February. February 3rd – 2:30 pm. Tentatively March 17, 2:30 pm. Both meetings will be back at 200 Church or via Zoom.

7. Adjournment

Meeting adjourned, 2:45 pm.

9. Informational and Non-Discrimination Statements

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