



**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**

Present:

City Councilor Sarah Carpenter, Chair (SC)

City Councilor Marek Broderick (MB)

City Councilor Evan Litwin (EL)

Lynn Reagan, Acting Director, Human Resources (LR)

Others:

Meaghan Diffenderfer, HR Admin Coordinator (MD)

Meeting is called to order by SC, 8:35 am

**1. Adopt Agenda**

Councilor EC moves to adopt the agenda

Councilor MB seconds

All in favor, motion so moved and adopted.

**2. Adopt Minutes**

Councilor EC moves to adopt the minutes from the June 14 2024 meeting.

Councilor MB seconds

All in favor, minutes so approved and adopted.

**3. Public Forum**

none

**4. Department Head 360 Evaluations**

a. Coming from the new administration, there is a desire for a 360 Evaluation for Department Heads. AD Lynn brought forward an example of a 360 evaluation from SHRM (Society of Human Resource Management) that includes edits from former Director Durfee and herself. She notes that any gendered language will be updated to gender neutral they/them. The intent is for this evaluation to be presented to a peer department head that they have a working relationship with, direct report, employee of the department, and a commission member. At least two (2) from each of these groups or a certain percentage of the department. Councilor Litwin recommends including staff from every level of the department.

b. Feedback from councilors:

i. Adding optional opportunities to give examples for each question asked to allow experiences to be expanded on.

ii. Adding at the end of the survey another free feedback space "is there anything you would like to share with us that wasn't asked / what was missed?"

iii. Confirmation email that says thank you for taking the survey and contact information should they want to reach out to a member of HR to talk about anything they felt weary about putting in writing or if anything else comes to mind after the survey.

- iv. Do we include seasonal employees for feedback, and if so to what extent?
- v. Accessibility of the survey
  - 1. Translation services need to be available for these surveys.
  - 2. For anyone who may not have access to technology
  - 3. A third party to assist with completing – the party should ideally be compensated
- vi. We may want to consider sending to every direct report, and then aim for a percentage as we go down the flow chart of employees.
- vii. The HRPC should have an established agreement that comes from the committee that under no circumstances should the mayor or anyone in her office have access to information that might disclose who completed the survey.
- viii. Do we want to include constituents via the commissions and if so how many? HR to provide a list of the commissions and applicable department heads.
- ix. Councilors can be invited to provide feedback to the mayor as well. It does not have to be anonymous, but it should not be public record.

EL makes a motion that this body recommend to the mayor that during the 360 review process no one in the mayor's office, including the mayor himself, should have access to identifying information of anyone who completes the survey to the best of everyone's ability.

MB Seconds.

All in favor, motion so moved and approved.

If any councilors have further feedback on the survey, that can be provided to Lynn directly.

## **5. Personnel Policy Manual**

HR has been working on updating the manual since early Covid. The new administration is aware that it is being worked on. Once the new City Attorney has started they will review, and then we will bring it to the HRPC for one final review.

## **6. Other Committee Business**

Next meeting Monday (TBD) 2:00-4:00 pm for non-council Mondays. Lynn & Meaghan to draft that schedule.

## **7. Adjournment**

Adjourned at 9:43 am

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

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