

HUMAN RESOURCES DEPARTMENT

CITY OF BURLINGTON

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Minutes

Human Resources Policy Committee

Friday, January 26th, 2024

8:30 am, HR Conference Room, 200 Church St., Burlington VT

OR

Remotely via ZOOM

8:30 am – 10:30 am

Members In Attendance:

Kerin Durfee (KD), HR Director

Sarah Carpenter (SC), City Councilor and Committee Chair

Hannah King (HK), City Councilor

Zoraya Hightower (ZH), City Councilor

Also in Attendance:

Meaghan Diffenderfer (MD), HR Administrative Coordinator

Meeting called to order by SC at 8:30 am.

1. Approve /Amend Agenda
 - a. ZH motioned to approve the agenda removing item 4, Executive Session, HK seconded, so moved and adopted.
2. Approve/Amend Minutes
 - a. HK motioned to approve the minutes from the Dec. 15, 2023 meeting, ZH seconded, so moved and approved.
3. Public Forum
 - a. None
4. Policy Discussion, and approval of new policies – Waste Fraud and Abuse (WFA) and Whistleblower
 - a. Waste Fraud and Abuse Policy
 - i. KD reported to the committee that the edits presented by ZH via email and discussed at last month's meeting have been provided to Katherine Schad, CAO. Final document will be provided at February meeting.
5. Future Planning

- a. KD reminds committee at the February meeting a new Grievance will be heard, and the MOU on 10.3 will be presented. She also hopes to have a full PPM completed for review by the committee.
 - b. Future meetings date set: 2/16 and 3/29
- 6. Adjournment
 - a. SC motions to adjourn, ZH seconds, so moved and adjourned.

Meeting ends, 8:42 am.