

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:

Jared Pellerin (JP), Acting City Attorney
Hayley McClenahan (HM), Assistant City Attorney
Damion Gilbert (DG), AFSCME Local 1343 President
Chapin Spencer (CS), Director of the Department of Public Works
Megan Moir (MM), Director of Water Resources
Rocky Volger (RV), Water Resources Asset Manager
Meaghan Diffenderfer (MD), HR Administrative Coordinator

Meeting called to order by SC at 8:38am.

1. Approve/Amend Minutes
 - a. HK motioned to approve the minutes from the Oct. 27, 2023 meeting, SC seconded, so moved and approved.
2. Approve /Amend Agenda
 - a. HK motioned to approve the agenda as written, SC seconded, so moved and adopted.
3. Public Forum
 - a. None
4. Executive Session
 - a. HK motioned to enter executive session, ZH seconded, so moved and the committee entered executive session
 - b. Committee heard from Damian Gilbert (DG), AFSCME Local 1343 President on a grievance regarding contract articles 2.1, 2.2 and 10.3. Councilors, and the committee asked clarifying questions.
 - c. Next steps / action items: KD, DG, and SC will meet to make a MOA which will be presented to the committee at the February meeting.
 - d. ZH motioned to end executive session, HK seconded, so moved.
5. Policy Discussion, and approval of new policies – Waste Fraud and Abuse (WFA) and Whistleblower
 - a. Whistleblower Policy
 - i. ZH moved to adopt as written, HK seconded, so moved and approved.
 - b. Waste Fraud and Abuse Policy
 - i. Councilors raised their questions and concerns, which have also been provided to the HR Director via email. They included but are not limited to: requests for definitions of Waste/Fraud/Abuse, clarification on the impact and responsibility of Department Heads, the flow of notification of infractions of the policy, and the role of the committee in the administration of the policy.
 - c. Next steps / action items:
 - i. KD will bring the WFA policy back for internal review with Katherine Schad, CAO.
 - ii. SC will follow up with JP regarding the HRPC role in this policy to ensure involvement by the committee is within proper purview.
6. Other Committee Business

- a. Next meeting dates set: 1/26/24, 2/23/24, and a March meeting TBD.
- 7. Adjournment
 - a. HK motions to adjourn, ZH seconded, so moved.

Meeting adjourned 11:02am