

HUMAN RESOURCES DEPARTMENT

CITY OF BURLINGTON

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MINUTES

Human Resource Policy Committee

Friday, October 27th 2023

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

OR

Remotely via ZOOM

8:30 am to 10:10

Present: Councilor Sarah Carpenter (SC), Councilor Zoraya Hightower (ZC), Councilor Hannah King (HK), HR Director, Kerin Durfee (KD), Human Resources Talent Development & Diversity Manager Vanessa Santos Eugenio(VSE), Chief Finance Officer Katherine Schad (KS) and HR Safety Manager Tim William (TW)

Meeting Called to Order by SC at 8:35am

1. Agenda

HK made motion to approve agenda, SC seconded, so moved and approved

2. Approve/minutes of HRPC meeting held 10/27/23

HK made motion to approve agenda, SC seconded, so moved and approved

3. Public forum

Former councilor Max Tracy, voiced concerns of regarding fallout a city council meeting that came from the August 13 meeting, to address hard/affect to the former employees.

SC shared that the HRPC met with City attorney's office, who advised that the committee not to discuss former or current employees in public settings.

4. Presentation on Recruitment

VSE Presented a bird's eye view of recruitment of City of Burlington employees/applicants, covering posting methods, internal review of applicants, transparency in the recruitment timeline.

ZC raised interest in wishing to see an additional presentation on retention and turnovers, and pay equity.

5. Discuss/ Approve new polices to be added to the City of Burlington's Comprehensive Personnel Policy Manual

a. Fraud, waste and abuse Policy

- i. KS shared that these policies had been reviewed last month, and that a change was made that reporting could be done to any member HR and not just the director, additionally that HR would be apprised of any investigation even if they were not leading the investigation. Only changes made to the policy that had been discussed in the HRPC meeting as not additional changes were suggested or requested. ZH had requested more time to review the policy.

- b. Whistleblower protection Policy
 - i. Motion made to approve by ZH, motion second by HK, all voted in favor motion so moved and approved.
- 6. Discussion on REIB's involvement in reviewing the City of Burlington's Comprehensive Personnel Policy Manual
 - a. KD reported that a review by REIB offer lenses of additional inclusive language, and that the department would work with recommendations to HR to include in the CPPM, and that it is KD preface to include the REIB department in the review.
- 7. Other Committee Business
 - a. KD shared that there may be some expected union activity discussion next meeting.
 - b. SC shared that due to issues in finding space, that unless stated by either SC or KD that the meetings will be held on Zoom only unless said otherwise.
 - c. Next meeting scheduled for December 15th, 2023.
 - d. KD shared that at the next meeting, a new HR Admin assistant will be in place, and support the committee moving forward.
- 8. Adjournment
 - a. SC motion for adjournment seconded by ZH, all in favor. Meeting adjured at 10:10am