



**Thursday, February 12, 2026, 8:30 AM, Sharon Bushor Conference Room, 149 Church St., Burlington, VT or remotely via Zoom**

City of Burlington Human Resources is inviting you to a scheduled Zoom meeting.

**Topic:** BACA

**Time:** Mar 16, 2026 03:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://zoom.us/j/96458163787?pwd=cy0Oo4cojlRpMP3XzAx4UkLjx6FjMg.1>

**Meeting ID:** 964 5816 3787

**Passcode:** 240456

**Join instructions**

[https://zoom.us/meetings/96458163787/invitations?signature=kxJNTon-VBIaZaTHK\\_UbQ3BbDNRPQ1nybwf2zMMMfg](https://zoom.us/meetings/96458163787/invitations?signature=kxJNTon-VBIaZaTHK_UbQ3BbDNRPQ1nybwf2zMMMfg)

## 1. Adopt Agenda

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## 2. Approve Minutes

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<b>Subject</b>	<b>2.1. Approve minutes from 11/21/2025 Meeting.</b>
Meeting	February 12, 2026 - HRPC 02/12/2026 - Thursday, February 12, 2026, 8:30 AM, Sharon Bushor Conference Room, 149 Church St., Burlington, VT or remotely via Zoom
Category	2. Approve Minutes
Department	Human Resources
Type	
Recommended Action	

## 3. Public Forum

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## 4. BACA Member Approval

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## 5. Other Committee Business

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## 6. Adjournment

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<b>Subject</b>	<b>6.1. Motion to adjourn</b>
Meeting	February 12, 2026 - HRPC 02/12/2026 - Thursday, February 12, 2026, 8:30 AM, Sharon Bushor Conference Room, 149 Church St., Burlington, VT or remotely via Zoom
Category	6. Adjournment
Department	Council and Board

Type

Recommended Action

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

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The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities and employment opportunities. The programs and services of the City of Burlington are accessible to people with disabilities. Individuals who require special arrangements, auxiliary aid, service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Burlington, should contact the office of the Title II Burlington ADA Coordinator at 802-865-7000 as soon as possible but no later than 48 hours before the scheduled event.



**Friday, November 21, 2025, 8:00 AM, HR Conference Room, 200 Church St., Burlington, VT**

**8:00 am, Sharon Bushor Conference Room, 149 Church St., 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 Melo Grant (MG)  
Lynn Reagan, Acting HR Director (LR)

Others in attendance:

Meaghan Diffenderfer, HR Administrative Coordinator

Meeting called to order, 8:06 am by Chair Carpenter

## **1. Approve Agenda & Minutes**

MG moves to approve minutes from 9/18/25 Meeting and adopt the agenda as written.

MB seconds

All in favor so moved and approved

## **2. Public Forum**

None.

## **3. Remote Work Policy**

LR shares that updates continue to be made to the remote work policy, and it will be presented at the next meeting.

Councilors asked a few preliminary questions about the policy.

## **4. Discussion - Q&A**

LR opened a discussion about upcoming Open Enrollment and the new High Deductible Plan available for non-union and IBEW employees.

Councilors asked questions around education given to employees on the plan and the details of the plan.

LR shares that the new HRIS system, UKG, will host performance reviews for the City; the HR Department has been working on getting the program set up for use.

Councilors asked clarifying questions on the new HRIS system,

LR reminds HRPC that the HR department has moved to 131 Church St., but access to the building is still being worked on.

MG asks for a joint meeting between HRPC and the REIB Committee to review bias training that the City is doing.

LR clarifies that the HR and REIB departments are working jointly on a training. MG asks to review it as a committee.

## **5. Other Committee Business**

Next Meeting January 8, 2026.

LR shares that the Mayor's office has moved forward with posting the HR Director position open.

## **6. Adjournment**

Meeting adjourned, 8:52 am

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

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