



Thursday, August 13, 2026, 8:30 AM, 8:30 am, Sharon Bushor Conference Room, 149 Church Street, 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

1. Approve Agenda & Minutes

Subject	1.1. Adopt Agenda
Meeting	August 13, 2026 - HRPC 08/13/2026 - Thursday, August 13, 2026, 8:30 AM, 8:30 am, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	
Subject	1.2. Approve minutes from the 11/21/25 HRPC Meeting
Meeting	August 13, 2026 - HRPC 08/13/2026 - Thursday, August 13, 2026, 8:30 AM, 8:30 am, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	1. Approve Agenda & Minutes
Department	Human Resources
Type	
Recommended Action	

2. Public Forum

3. BACA Member Approval

Subject	3.1. Discussion & approval of Jaqueline Kelley, BACA member nominee
Meeting	August 13, 2026 - HRPC 08/13/2026 - Thursday, August 13, 2026, 8:30 AM, 8:30 am, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	3. BACA Member Approval
Department	Human Resources
Type	
Recommended Action	

4. Other Committee Business

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	August 13, 2026 - HRPC 08/13/2026 - Thursday, August 13, 2026, 8:30 AM, 8:30 am, Sharon Bushor Conference Room, 149 Church Street, OR Remotely via ZOOM
Category	5. Adjournment
Department	Council and Board
Type	
Recommended Action	

6. Informational and Non-Discrimination Statements

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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June 5, 2026

Burlington Advisory Committee on Accessibility
City of Burlington

Dear Burlington Advisory Committee on Accessibility,

I am writing to express my interest in joining the Burlington Advisory Committee on Accessibility. As a wheelchair user and service dog handler, I have lived experience navigating accessibility barriers, which has deeply shaped both my personal and professional commitment to advancing disability inclusion. I also hold a master's degree in Disability Studies with a focus on Emergency Management from the University of Leeds in the United Kingdom. Prior to my current role, I worked for the Vermont Department of Health as an Emergency Preparedness Specialist, where I led disability, access, and functional needs initiatives, coordinated approximately 220 volunteers, and supported statewide emergency management efforts.

I now serve as the Accessibility Partner at the University of Vermont Medical Center (UVMHC), where I lead efforts to improve equitable access to care, remove barriers, and strengthen ADA compliance across a complex healthcare system. In this role, I collaborate with leadership, frontline staff, and community partners to promote inclusive practices and ensure that accessibility is embedded in both physical spaces and organizational culture. I also coordinate the UVMHC Accessibility Council, which focuses on wayfinding, built environment design, and disability education for staff. I am particularly interested in joining BACA to explore opportunities for alignment and collaboration between the Committee's work and initiatives at UVMHC.

In addition to my professional background, I live on the border of Burlington and South Burlington and am closely connected to the Burlington community in my daily life. I want to help make Burlington a place where people with disabilities can fully participate in all aspects of community life. I believe my combination of lived experience, professional expertise in accessibility, and strong commitment to advocacy would allow me to contribute meaningfully to the Committee's work. I would love to support the city's efforts to build a more inclusive and accessible community.

Sincerely,
Jacqueline Kelley
Jacqueline.Kelley@UVMHealth.org