



# Human Resources Committee



## **Agenda**

### **Human Resources Committee**

**December 17, 2021**

**Human Resources Conference Room**

**200 Church Street**

**Burlington, VT**

**8:30 to 10:30 am**

- 1) Agenda
- 2) Approval of Minutes from the November, 2021 meeting
- 3) Executive Session- Grievance
- 4) Public Forum
- 5) Recruitment Update
- 6) Policy Manual Update
- 7) Adjourn

### **Zoom Meeting Link:**

<https://us02web.zoom.us/j/87083179904?pwd=MWd5YWWhQY3JEQWM3c0oyU3F0djUUT09>



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

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### Minutes

#### Human Resource Policy Committee

December 17, 2021

#### Human Resources Conference Room & Zoom Meeting

Human Resources Conference Room, 200 Church Street, Suite 102

8:30 am to 10:30am

**Present: Councilor Sarah Carpenter (SC), Councilor Chip Mason (CM), Councilor Joan Shannon (JS), Council President Maxwell Tracy (MT), Chief Administrative Officer, Katherine Schad (KS), AFSCME President, Ronald Jacobs (RJ), AFSCME Vice President, Damion Gilbert (DG), Kenneth Nosek (KN), HR Director, Kerin Durfee (KD), HR Coordinator, Jessie Anderson.**

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

#### **1) Agenda**

SC opened meeting and moved to approve agenda; CM, JS, seconded.

#### **2) Approval of Minutes from the November, 2021 meeting**

CM moved to approve minutes from HRPC Meeting on November 19, 2021; SC, JS seconded.

#### **3) Executive Session- Grievance**

SM motion to vote for executive session; JS, CM, second.

CM moved to enter executive session; JS, SC second.

#### **4) Public Forum**

No members of the public present for comments.

#### **5) Recruitment Update**

SC asked KD to give that committee an update on recruitment efforts.

KD shared that the HRP Committee will continue to discuss recruitment efforts and any changes in positions or questions that councilors have.

KD mentioned that we are working hard to help departments that are under staffed fill positons. She also shared that the job fair at the Department of Public Works was successful.

KD also added that we filled nine (9) positons this week and will continue to bring positions to the City Council to address recruitment challenges.

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SC asked if KD need something specific from councilors or the HRP committee as a whole to support recruitment efforts.

KD said no but added that recruitment will continue to be a standing agenda item as we move towards recruitment in the police department. She shared that department heads have been supportive of recruitment efforts and ideas.

JS asked if there is any update on police recruitment efforts.

KD shared that HR is not involved in active recruitment for the police department but we work with the recruitment officer in the department to get updates on the process.

SC added that there should be a joint effort between the police department and HR for police recruitment.

SC asked KS if the City is making an effort to look at what benefits the City offer to attract younger applicants to apply for positions.

KS said yes. She shared that the City is looking holistically as we prepare for union negotiations and noted that our current benefits package is skewed toward an older population at a more traditional time.

KS added that the City would like to explore more innovative options with the unions in regards to benefits and recruitment efforts.

SC asked KS to keep the committee posted about the process.

KD added that in regards to police recruitment, HR and the police department is currently looking at nontraditional methods of recruitment/hiring to fill police positions.

SC asked if anyone had anything else to add and no one responded.

### **6) Policy Manual Update**

No updates shared about the process but KD shared that this will be discussed during the next meeting.

### **7) Adjourn**

CM adjourned the meeting at 9:50am; SC, JS, seconded.

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