



HUMAN RESOURCES DEPARTMENT

City of Burlington

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AGENDA

Human Resource Policy Committee

November 19, 2021

Human Resources Conference Room

Human Resources Conference Room, 200 Church Street, Suite 102

8:30 am to 10:30am

- 1) Agenda**
- 2) Approval of Minutes from 10/29**
- 3) Public forum**
- 4) Policy Manual Update**
 - a. Director's overview of the Policy Manual Review and Timeline**
- 5) City Recruitment**
 - a. Any updates from CC items, questions from Councilors**
- 6) Adjournment**

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Minutes

Human Resource Policy Committee

November 19, 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), HR Talent, Development & Diversity Manager, Vanessa Santos Eugenio (VSE), 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 seconded.

2) Approval of Minutes from 10/29

SC moved to approve minutes from HRPC Meeting on October 29, 2021; CM seconded.

3) Public forum

No members of the public present for comments.

4) Policy Manual Update

a. Director's overview of the Policy Manual Review and Timeline

KD mentioned that this is on the agenda and it is her understanding that Eileen Blackwood hope that they go through any edits to the Comprehensive Policy Manual. KD stated that we need to go through the policy manual and update it periodically.

KD announced that the City Attorney office and the HR department have completed the work of editing the policy manual. KD also shared that edits will be reviewed by the Mayor's office and move to be reviewed by the Human Resource Policy Committee.

KD encourage councilors to share any questions and concerns in regards to edits made to the policy manual. She shared that many of the edits/updates to the manual were around language.

KD mentioned that some language in the manual was not progressive enough and pronouns needed to be updated.

KD asked VSE to share about edits to the manual.

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VSE seconded what KD shared and added that when Social Media Policy was integrated into the policy manual, that was a push for other language to be updated to keep up with the policy being updated every two years.

With this opportunity, VSE said the manual was updated as a whole and updates made to everywhere there was specific mention of “she or he” that was changed to “they” to make the language more inclusive, modern and accessible.

VSE mentioned that we want to make sure that if this is a tool for our employees, we want to make sure they can access and understand it easily.

KD shared that councilors will receive edits to the document and should prepare to review the material in future meetings.

CM asked if the document was receiving policy changes or just changes to the language.

VSE added that the document is getting both policy and language changes to help better how we talk about our employee demographics.

VSE shared that there will be summary statements included in the document for major policy changes to help councilors focus on key areas that had major policy changes.

KD also added that we are making sure all the policies that govern the workforce is in the manual.

CM asked how these policy changes affects bargaining.

KD mentioned that we currently have to bargain every policy change and that will remain that same. She shared that the policies in the manual have been bargained and no new policies were added and the unions will see the document.

SC asked if councilors should see the document sooner rather than later.

KD revealed that the document will be sent out to councilors soon and they will be asked to approve the language.

JS asked if the document is public or private.

KD said that the process is public and the document will come before the unions, mayor, councilors, and employees at the appropriate time for comments.

VSE also added that this project required hours of work and planning to be a success.

SC thanked KD and VSE for work done on updating the policy manual.

5) City Recruitment

a. Any updates from CC items, questions from Councilors

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SC asked KD and VSE for updates on City recruitment efforts.

VSE mentioned that this is the first year that recruitment funds have been held in the HR department to look at strategic recruitment through our consistency and outreach from an inclusive perspective. VSE shared that by the end of this fiscal year we will be able to see how strategic funding affects our recruitment efforts while acknowledging the challenges of recruitment during the pandemic.

VSE added that we in HR have the opportunity to look at systemic issues we need to address and offer incentives to employees and those outside the state to come here and stay in the workforce. She mentioned that the goal need to be retaining employees while shedding light on the recruitment budget not being enough.

VSE said that in the future there will be a push to increase the budget but we are also posting positions on front porch forum and social media.

KD added that this is also a part of the Mayor's recruitment goals and emphasized that there is a need to diversify city recruitment but it is very expensive.

SC asked about the HR department working with the police department to recruit a police chief.

KD answered by saying when she join the city she thought the HR department will do recruitment for the police department or work with a police recruiter.

KD shared that if we want to change recruitment culture, we need to be more flexible and not house the process under one department.

CM seconded and said he does not have an opinion about how that recruitment is done, JS seconded.

JS mentioned that we are in a really difficult hiring environment and we can change what we do or use the current applicant pool and not end up with an ideal candidate.

KD added that the current job market is hard to hire from and finding qualified candidates have proven to be difficult. She shared that applicants outside an agency are hard to get hired by an agency. KD mentioned that we support the Mayor's decision and she wants to support recruitment efforts for hiring a police chief.

KD recommend that we hire a recruitment agency specialized in police recruitment to help with the process and diverse recruitment is a top focus of the HR department.

JS added that she is also spreading the word about open positions out in the community.

KD reminded the committee that the benefits cliff is still a recruitment challenge and she is working

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with the unions around developing/advertising more part-time positions.

SC said that councilors can support efforts to work with the unions around addressing recruitment challenges.

KD added that HR appreciate the HRP committee support.

6) Adjournment

SC stated meeting planned for December 17th and adjourned the meeting at 9:15am.

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