



HUMAN RESOURCES DEPARTMENT

City of Burlington

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AGENDA

Human Resource Policy Committee

August 21, 2019

Human Resources Conference Room

Human Resources Conference Room, 200 Church Street, Suite 102

5:00 pm

- 1) Agenda**
- 2) Public Forum**
- 3) Set up plan of Committee Priorities for this year**
- 4) Review Job Description Diversity Equity and Inclusion Director**
- 5) Review HR Policy- Updates**
- 6) Anti-Bias Training for City Departments – Updates**
- 7) Schedule future committee meeting and propose agenda items**
- 8) Adjournment**

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Minutes

Human Resources Committee

August 21, 2019

HR Conference Room, 200 Church Street, Suite 102

5:00 pm

Present: Councilor Ali Dieng (AD), Brian Pine (BP), Councilor Perri Freeman (PF), HR Director, Deanna Paluba (DP), Chief of Staff (Office of Mayor) Jordan Redell (JR), Mark Hughes (MH) Executive Director of “Justice for all” Organization, HRIS Orieta Glozheni.

Meeting called to order by AD at 5:00

1. Agenda

BP moved to approve the agenda, PF seconded

2. Public forum

No members of the public were present for comment at the beginning. Mark Hughes came at 5:15. DP proposed to meet at the City Hall, for more access to the public. The Committee agreed.

3. Set up plan of Committee Priorities for this year

DP presented some of the priorities:

- Internal staffing of HR department. We just hired for the HR Talent Manager / Recruitment and Training Specialist.
- Unconscious Bias Training
- Total compensation analysis
- The Creation of the Diversity, Equity and Inclusion “DE&I” Employee Resource Group “ERG” (first group meeting one on August 29th) – DP explained the ERG concept and the DEI Group. ERG will serve as a tool. We have 21 people and will have monthly meetings.
- Management/Leadership trainings

BP asked for a recruitment guide or Road map for Diversity hiring and also for regular reports when vacancies come up.

DP explained that with the new HR Talent Manager / Recruitment and Training Specialist that we just hired we will work on this. The idea is to have the Diversity dashboard – to make it public – having statistics on how the hiring is about the diversity groups. We will have a live version and take actions.

AD asked about the process and if we have data about employee Grievances or candidate complaints on the list for hiring.

BP asked about the name of the HR Committee if it is: Institutions and Human Resources Policy Committee. AD said that used to be called “Institutions and Human Resources Policy Committee”, but we have to ask and specify that with the City Attorney office/City Council. We have to see if Institutions are part of this Committee, so they can be invited to be part of the meetings.

PF was interested on the wage ordinance and livable wage. DP said that HR ensures that we are compliant with the livable wage ordinance for any City employees and the City attorney’s office through our



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procurement process ensures that the vendors we work are compliant. All the changes go through the BOF; Union contracts; compensation analysis.

BP invites MH to speak. MH introduces himself and the “Justice for all” Organization and thanks AD for sending the invitation, even though was short notice. He asks for a better collaboration and exchanging information from both sides often in the future for a better partnership. He thanked the City for adding the new position ((Equity and Inclusion Director) and for working on the job description draft asking for some time to review it and come with suggestions from community.

4. Review Job Description Diversity Equity and Inclusion Director

JR explains how the City will benefit from this position to make sure that we are strengthening Cultural competencies and will review and adjust policies. This is a proposal for a 3 year period fund and after 3 years an evaluation will be done to evaluate single leadership position or if we need externally or internally structure.

BP said that it's no need for planning and going back, but to have implementation. We need to raise the expectations, to find a way to high level of responsibilities and high level of vision across all Departments. DP said that this position will have actionable goals that we can track the progress towards those goals in order to drive meaningful change. It's a challenging assignment that will take a strong leader and change agent.

PF pointed out the importance of metrics and having live data.

JR said that this role will be a generalist working with Department Heads very closely and in partnership. DP said that the goal is that this person will ingrain; expertise within the departments through driving cultural changes using project management principles and influence Department leaders.

PF said that this is a big role and very intense. DP said that this will work be in partnership with HR and CEDO.

AD said that this is a very important position and the job description is great. Diversity is not only race. This shouldn't be a “try out” position. AD asked on how this position will be paid and what qualifications we are requiring for this position. He also mentioned the importance of the 3 findings and that they are the base of this job description.

JR explained that the job description is still a concept. Final description will be ready on the 28th and we will share that version. DP explained that depending on the budget the pay is still to be defined and will be finalized considering recommendations and feedback from community. We will collect all the comments and incorporate them in the Job description before September 28th. Proposed the meeting on September 10th.

BP made the motion. By September 10th we will have a draft and accept the general overview, holding that internally.

All in favor.

5. Review HR Policy- Updates

BP and AD asked about the HR Committee name that used to be “Institutions and Human Resource Policy Committee”.

DP will present in the next meeting the Resolution and also will review HR Policy-Updates.

6. Anti-Bias Training for City Departments – Updates



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DP shared that HR is in the process of finding a trainer and pointed that the new hire for HR also will be focused on the Employee development training.

7. Schedule future committee meeting and propose agenda items

September 10th will be the next meeting in the City Hall, Room 12.

8. Adjournment

Meeting adjourned at 6:12 by AD

DRAFT