



HUMAN RESOURCES DEPARTMENT

City of Burlington

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AGENDA

Human Resource Policy Committee

Friday, April 28, 2023

Human Resources Conference Room

Human Resources Conference Room, 200 Church Street, Suite 102

8:30 am

- 1) Agenda
- 2) Public Forum
- 3) Welcome New Councilors (Introductions/ Q&A)
- 4) Recruitment Update
- 5) Review Section 1.4 to introduce Policy Manual Review
- 6) Discuss New Policy Proposal(s)
- 7) Schedule future committee meeting and propose agenda items
- 8) Adjournment

Zoom Link: <https://zoom.us/j/94820907375?pwd=ZWdzWk5KTGp5K29vZ1dEd2dLaU9jQT09>

Meeting ID: 948 2090 7375

Passcode: 616429

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MINUTES

Human Resource Policy Committee

Friday, April 28, 2023

Human Resources Conference Room

Human Resources Conference Room, 200 Church Street, Suite 102

8:30 am to 10:30 am

Present: Councilor Sarah Carpenter (SC), Councilor Zoraya Hightower (ZC), Councilor Hannah King (HK), HR Director, Kerin Durfee (KD), and HR Generalist, Jessie Anderson (JA).

Meeting Called to order By SC at 8:32 am.

1) Agenda

- a. SC opened the meeting and moved to approve the agenda. HK moved to approve the agenda. HK Seconded.

2) Public Forum

- a. No Member of the public were present for comments.

3) Welcome New Councilors (Introductions/ Q&A)

- a. KD welcomed new councilors HK and ZC.

4) Recruitment Update

- a. KD gave a brief update on recruitment explaining that that recruitment currently has a strong focus on the temp/ seasonal hires, and challenges regarding recruitment for higher level positions in CT (Clerk/Treasures) as well as the Airport. SC brought to attention that under KD leadership the relationship between Police, Fire and Human Resources has been reinforced and strengthened.

5) Review Section 1.4 to introduce Policy Manual Review

- a. KD explained that the Policy Manual operates outside of the individually negotiated contracts, and that the Policy manual is set out but is not negotiated. ZH requested for a print out of the Policy Manual, Councilor HK also requested a copy as well. KD said that she would make a print out of the manual and give them to the councilors on the committee prior to their next meeting.

6) Discuss New Policy Proposal(s)

- a. KD shared that the new Policy's would be included in the binders for review.

7) Schedule future committee meeting and propose agenda items

- a. Next meeting scheduled for June 30th 8:30am.

8) Adjournment

- a. SC adjourned meeting at 10:30am.