



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 540-2505

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

AGENDA

Human Resource Policy Committee

March 25th, 2022

**Human Resources Conference Room/ Zoom Meeting
Human Resources Conference Room, 200 Church Street, Suite 102
8:30 am to 10:30am**

- 1) Agenda**
- 2) Approval of Minutes from February Meeting 02/25**
- 3) Public forum**
- 4) New HR Manager starting 4/11**
- 5) Union Negotiations (brief update) Police Bargaining Plan**
- 6) Recruitment Update**
- 7) Review Comprehensive Personnel Policy Manual update**
- 8) Sarah: Councilor Items**
- 9) Thanks to Councilor Mason**
- 10) Adjournment**

Zoom Link:

<https://us02web.zoom.us/j/84874485782?pwd=d3pWK0lWNTFjd0c5UW1oQ0tIRjFCQT09>

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 or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 8657145.



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 540-2505

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

Minutes Human Resource Policy Committee March 25th, 2022

**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), Councilor Karen Paul (KP), 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 8:34am

1) Agenda

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

2) Approval of Minutes from February Meeting 02/25

SC moved to approve minutes from HRPC Meeting on February 25th, 2022; CM seconded.

3) Public forum

No members of the public present for comments.

4) New HR Manager starting 4/11

KD shared that HR hired a new HR manager, which will allow Lynn Reagan to take on her role as an Assistant Director for the Human Resources Department. She added that Timothy Clancy will be coming from the State of Vermont Department of Labor and starting on April 11th here in the HR office. KD said that HR is happy to have Tim on the team to support the whole City.

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 or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 8657145.

5) Union Negotiations (brief update) Police Bargaining Plan

KD shared that the bargaining process is currently happening with all the unions, which will affect the HRPC committee because there may be grievances that come up. She added that they have engaged AFSCME, and on April 6th, they will start collective bargaining, and they are in the process with BFFA and IBEW.

KD also mentioned that a separate party is handling the police bargaining, but our bargaining team will continue to meet with them.

SC asked how the updates from the unions would come to the councilors.

KD shared how the process works, explained how the flow of things will be, and said that we currently have a good system. She added that most of the individuals on the bargaining team are new to the City bargaining process, and they are currently working on an updated plan.

KD mentioned that the HRPC monthly meetings are a good way for people to tune in if they want a bargaining update or know what the councilors are up to. She added that she offered the space to union leaders if they were going to share about topics.

6) Recruitment Update

VSE mentioned that we are heading into our seasonal hiring time of the year, and we are using all of our social media platforms to advertise and push the roles in the community. She added that we have 40 plus positions that we are hiring to fill.

VSE shared that internships are on the way as well. There has been an excellent collaboration from city departments such as BPRW showing up at job fairs happening at universities and colleges. She mentioned that it is vital to have those doing the work show up to the fairs to engage with students.

SC asked if we are seeing any recruitment numbers going up for DPW and the Police department.

KD shared that recruitment numbers are not going up as high as we would like, but we are doing work internally to limit the barriers for applicants regarding CDLs in DPW. She added that this might go to bargaining as well.

SC asked if we hired a recruitment officer for the Police department.

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 or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at

8657145.

KD mentioned that we are working on building and supporting relationships in the Police department before filling this position. She shared that we have not posted this role yet and that Meagan O'Leary currently does recruitment for the Police department. KD shared that we need to be careful and strategic about filling this role.

KD also added that HR is not holding up the process and that we need to make sure that the role has the resources required before posting the job.

SC asked if there is CDL training available.

KD said yes, but the main obstacle here is having enough resources to hiring people and have them attain their CDL in-house. She added that she, VSE, and Director Spencer at DPW have been working to address the CDL needs within the department. CM added that City councilors are aware of challenges even though they don't have current solutions.

Review Comprehensive Personnel Policy Manual update

KD shared that CM's advice of not letting other things hold off the process while working on the manual was helpful. She plans to send it out next week after she has the City Attorney's office look over the document again.

KD mentioned that it is essential to hold the process and make sure all manual parts are addressed fully before sending it out to employees.

SC asked KD if councilors would receive the document in draft form.

KD said yes and that she would send out the document once it becomes available for review.

7) Sarah: Councilor Items

SC asked how the committee could help HR.

KD and others did not have anything for the councilors.

CM and JS did not have anything else to add.

8) Thanks to Councilor Mason

The committee shared parting words with CM and thanks for his service.

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 or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 8657145.

KP joined the meeting and added thanks to CM as well.

CM shared thanks as well.

KD asked when we would get our new committee members.

SC said it's TBD, and the council president gets to decide.

9) Adjournment

SC mentioned a potential meeting planned for April 29th at 8:30 am. SC adjourned the meeting; JS & CM seconded.

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 or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 8657145.