



# Human Resources Department

City of Burlington

179 So. Winooski Ave., STE 100, Burlington Vermont 05401

Voice (802) 865-7145

Fax (802) 864-1777

## DRAFT

### Institutions and Human Resources Policy Committee Minutes December 30, 2014

**Present Councilors:** Sharon Bushor (SB), Norm Blais (NB) Bianca Legrand (BL)

**Staff Present:** Susan Leonard (SL)

**Meeting Called to order: 5:33 pm Human Resources Conference Room, 179 S. Winooski**

#### **1. Approve Agenda**

NB moved to approve agenda; SB seconded and indicated she would bring up a topic for discussion during the “other business” agenda item late in the meeting. Motion passed 3:0.

#### **2. Approve Minutes**

BL made a motion to approve minutes from the 7/28/14 meeting. NB seconded. Approved 3:0  
SB indicated that we will need to approve minutes from 9/10/14 meeting at next meeting.

#### **3. Discuss Committee’s Five Action Items Related to the City’s Diversity and Equity Strategic Plan (D&E SP) Highlighted in the Mayor’s Memo and Referenced in the Resolution**

BL indicated that she had called the meeting for the group to work on recommendations for a report back to the City Council (CC), ideally at their 1/12/14 meeting if possible, regarding the five action items related to the City’s diversity and equity strategic plan assigned to the IHRPC by resolution. SB indicated that she would like the committee to delegate these action items to SL and the departments. SB also expressed her concern that the scope of the work was specifically limited to race. SL indicated that while the scope of the D&E strategic plan was focused on training, education and sustainable change around race based disparity in City government and the larger community, state and local law prohibits illegal discrimination based on any protected class and as such, HR is committed to teaching applying the principals of equity, inclusion and cultural competency across all types of individual characteristics. BL shared that she had been contacted by Brian Lowe from the Mayor’s Office who indicated that he wanted to discuss some of these items with her. SL added that the Mayor had formed a Diversity and Equity Core Team comprised of various City Department Heads and three members of color from the public who are working on creating action items and associated timelines for implementation of the D&E SP. SL further shared that the administration had expressed a desire to make sure that there was not a duplication of efforts or conflict between the IHRPC recommendations and the core team’s work. BL suggested that the committee go through each of the action items to formulate concepts for recommendations and get a feel for what has already been done either by the core team or within departments.

**Action Item 1 - City Council members receive mandatory executive level diversity, inclusion, and equity training. Training to include concepts and practical applications of diversity, inclusion, and equity related to race and ethnicity in the promotion and delivery of City services.**

SL shared that this was part of the overall strategic plan and that there have been Core Team discussions around who would be conducting the training. Would this be done in-house through HR or by an outside training group? SL expressed the opinion that a minimum, designing this type of training would best be done by an outside entity for at least the first round. She further shared that she had recently attended a session at BPD conducted by Stacy Miller and Dennis DePaul from CIE Consulting that was excellent. She would recommend using them, but would meet with others on the Core Team to get input and perspective and to make sure not to duplicate efforts. The thought was given the significant number of City employees at BPD who had already received training from CIE, it would be a good idea to have all City employees hear the same message.

**Action Item 2 - City Council members receive mandatory executive level EEO and civil rights training.**

SL indicated that HR AmeriCorps member, Thomas Charbonneau (TC), had contacted the local EEOC office (located in NY) to get a price and potential dates and times for someone from the EEOC to come out and do training. She explained that this had been submitted as part of his work plan submitted to the AmeriCorps team leader back in September. SL explained that the The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. She went on to say that the training will provide information about these laws and would take approximately two hours for an overview level training. The pricing for up to thirty people per session is \$750, plus travel if applicable. Each additional person over thirty people is \$3.00. The training comes with a PowerPoint presentation and scenarios and reference materials.

BL indicated that she would like SL and TC to schedule this training as soon as possible. SB indicated that she thought action items 1 & 2 should be combined into one training and “right-sized” for the CC to avoid information overload. She further stated that she thought the recommendation would be that the CC receives the joint training in April after the election during the CC organizational sessions and that this be included in all future organizational periods after every election. She indicated this would be more cost effective and save returning members from attending two sessions fairly close together.

**Action Item 3 - Assess demographics of all City Boards and Commissions, Regional Boards, and Miscellaneous Bodies annually.**

SB shared that the Charter Change Committee had done significant work related to non-citizen voting and that the application to serve on boards and commissions is currently under review to make it more inclusive and help remove barriers to participation for underrepresented members of the City who would like to serve. SL added that the Core Team is working on this and Keshia Ram and a CEDO intern have done significant work on this already. SL also indicated that the application for City employment is also under review as well. SB indicated that she would like the recommendation on this action item to include having the CT Office keep a database on the demographics of the applicants who apply to serve on boards and commissions so we will have a better sense of where we need to improve our outreach efforts going forward.

**Action Item 4 - Actively recruit a more diverse applicant pool for all vacancies to serve on**

## Boards and Commissions.

**Action Item 5 - Urge City Council to create a five-member committee that includes at least three members of color to explore and recommend courses of action relative to the question, “How do we ensure continued progress on diversity, inclusion, and equity related to race and ethnicity when the administration changes?”**

BL shared that she and SL had discussed initial efforts already being taken to weave the values, responsibility and accountability for diversity, equity and cultural competency into City government. Some example of the work being done include the following:

- 1) In FY14, all City employees participated in an online program entitled “Embracing Diversity in the Workplace” provided by Strategic Government Resources. Employees were required to print out a certificate of completion that is on file in the Human Resources office. In order to get the certificate of completion, folks needed to demonstrate that they could answer seven out of ten questions related to the training correctly. HR Managers and TC held group sessions for employees in departments who do not have regular access to computers as part of their regular jobs with the City or for those who preferred this learning environment.
- 2) The next step in the progressive training effort is the City Attorney and SL are working together to update the harassment and discrimination training PowerPoint currently being used by HR to include a race based scenarios and values of diversity, equity and cultural competency. Initially, City Attorney and SL will present to City Departments and HR Managers will attend to be trained on how to conduct sessions. The trainings in successive years will be conducted by SL and/or HR Managers at orientations and in Departments annually.
- 3) All City job descriptions are being updated to include the following bullets:
  - Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
  - Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.

Initially, this is being done each time a job becomes vacant and is posted to be filled or is opened as part of a reclassification or reorganization process.

- 4) In FY14 the HR Department was restructured to include three HR Managers who have the following duties in their job descriptions:
  - Interact with city employees, department heads, commission members and elected officials on wide variety of human resources matters including, but not limited to: contract and policy interpretation, conflict resolution, performance management, discipline and discharge, recruitment, employee grievances, compensation, **diversity and inclusion**, wellness, safety and benefits programs.
  - Provide or coordinate external sources for coaching, training and presentations to assigned client groups, elected officials and others on legal compliance relating to **EEOC**, Worker’s Compensation, Illegal Harassment, cultural competency and **diversity**, FLSA,

OSHA/VOSHA, ADA, ADEA, FMLA and other applicable state, local and federal laws and regulations as requested.

The HR Managers have been participating in ongoing training and professional development through CEDO's "We All Belong" program these areas and have attended D&E focused "train the trainer" sessions. In addition, they have received individual coaching sessions and attended a four hour training at BPD conducted by CIE Consulting. In addition, some HR staff read the Mayor's book club pick An Idea Whose Time Has Come. Other books read in FY14 by various HR members to promote professional development include Switch, Courageous Conversations About Race, A Seat at the Table, A Ship Made of Paper, and Uprooting Racism.

SL expressed that she thought perhaps the Core Team created by Mayor would meet this action item of creating a committee and could further work to make sure diversity efforts are embedded in City employment and delivery of City services.

SL reminded the committee that the FY14 budget includes funding for an additional position in the HR Department to help further this work along. She shared that her recommendation is that another HR Manager be added to the staff who has a training and development background, ideally with a specialty in D&E work, but not necessarily. This would allow each Manager more time to delve more deeply into D&E work as well all other training initiatives to make sure they are being conducted with a culturally competent lens.

#### **5. Work on Developing a Report for CC January 12, 2015 for Training as Described and Recommendation of the Five-Member Committee**

BL indicated that she would use the minutes from the meeting to begin a first draft communication to the CC regarding the status of the five action items above. SL indicated that she would touch base with others from the Core team to get status updates if appropriate as well.

#### **6. Other Business**

SB indicated that she would like to schedule a meeting to discuss UVM communication sent by UVM to City Council and minutes from the X/X/14 IHRPC meeting attended by Joe Spidell of UVM. Committee agreed to add this to the next meeting agenda. SL will send minutes out to IHRPC members for advance review and possible preliminary work and agenda items.

#### **7. Adjournment**

BL made a motion to adjourn at 6:32 pm. SB seconded. Motion passed 3:0.