

Livermore Area Recreation and Park District

TO: Chair Furst and Personnel Committee

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Executive Assistant to the General Manager

DATE: February 9, 2021

SUBJECT: Review of the Function of the Personnel Committee

RECOMMENDATION: that the Personnel Committee review and discuss the function of the Personnel Committee.

BACKGROUND: LARPD Board Policy No. 4060 "Committees of the Board of Directors" states at paragraph 7e: "The Board's standing Personnel Committee shall be concerned with: hiring direct employees of the Board of Directors; recommendations for appointment of candidates to the Personnel Commission; recommendations by the Personnel Commission to the Board of Directors; personnel actions in the areas of employee programs, benefits, and wage/salary adjustments; rules, regulations and policies governing District personnel."

ATTACHMENT:

A. LARPD Board Policy #4060 – Committees of the Board of Directors

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

1. The Board may establish committees to help carry out its responsibilities.
 - a. Committees will assist the Board chiefly by conducting a more intensive and thorough analysis of items, preparing policy alternatives and developing recommendations for Board deliberation.
 - b. All matters requiring further study will be assigned to the appropriate committee for review, report and recommendation to the Board as a whole. Any determination resulting from committee review should be submitted to the Board via oral or written report.
2. Board committees are not to be created by the Board to advise staff and cannot exercise authority over staff. Further, the Board will not impede its direct delegation to the General Manager by requiring the approval of a Board committee before an executive action. The General Manager works for the Board, never for a Board committee.
3. Board committees may not speak or act for the Board, except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated so as not to conflict with the authority delegated to the General Manager.
 - a. Upon approval from the Board of Directors, specific Board committees may be granted authority to authorize expenditures related to that committee's function.
4. Authority to create ad hoc committees shall rest with the Chair of the Board. The Board Chair shall appoint all members to ad hoc committees of the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.
 - a. Any ad hoc committee of the Board of Directors shall contain at least one Board member.

- b. Authority for creation and appointment to advisory committees formed with the intention of providing scientific or technical knowledge and expertise to staff shall rest with the General Manager.
5. The following shall be standing committees of the Board:
- a. Facilities
 - b. Finance
 - c. Intergovernmental
 - d. Personnel
 - e. Program
6. The Board Chair shall appoint and publicly announce the members of the standing committees and any ad hoc committees deemed necessary for the ensuing year at the January meeting.
7. The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignments may be made by the Board Chair, a majority vote of the Board, or General Manager.
- a. All meetings of standing committees shall conform to all open meeting laws (e.g., Brown Act) that pertain to regular meetings of the Board of Directors.
 - b. The Board's standing Facilities Committee shall be concerned with the acquisition, development, maintenance, and operation of District facilities, including review and recommendation for fee schedules, policies and regulations governing District facility use, and naming of facilities.
 - c. The Board's standing Finance Committee shall be concerned with reviewing and recommending to the Board policy items relating to the following areas: budget process; review audit; fiscal policies; financial performance review/financial reporting; financial leadership; and fiscal goals and planning.
 - d. The primary function of the Board's standing Intergovernmental Committee shall be to provide a forum in which the leaders of the community's local government

agencies can share information on various matters of common interest and concern.

- e. The Board's standing Personnel Committee shall be concerned with: hiring direct employees of the Board of Directors; recommendations for appointment of candidates to the Personnel Commission; recommendations by the Personnel Commission to the Board of Directors; personnel actions in the areas of employee programs, benefits, and wage/salary adjustments; rules, regulations and policies governing District personnel.
 - f. The functions of the Board's standing Program Committee shall be to review proposals for new programs, evaluate and monitor the status of existing programs, review fees and charges, and consider operational policies. Some of the areas of concern for the Program Committee shall be grants, volunteers, special events, public information, and recreation classes and activities.
8. In the event the District desires to hire a contracted consultant to work directly with the Board of Directors on development of a work product, facilitate meetings involving the Board of Directors, Board training, or project specifically involving Directors, the Board shall direct the Personnel Committee of the Board to join the General Manager in interviewing and selecting a consultant for consideration (as a recommendation) for the Board's approval. The process will be that the General Manager will meet with the Committee, determine desirable attributes and background of potential candidates, be responsible for soliciting potential consultants, and facilitate the selection process. By contrast, the General Manager is responsible to select consultants, without Board participation, to carry out the District's day to day business in executing the Board-authorized annual budget and projects.
9. Should the Board find it necessary to create an advisory committee to develop recommendations on issues affecting District policy, the Board of Directors shall determine the number of committee members, the qualifications of committee members, the method of candidate screening, and shall ratify, by majority vote, the individuals appointed to the advisory committee.