

Attached, for your review, are the following documents from our five candidates (in cases where candidates included a "cover email", they've been converted to word documents)

1. Candidate: Mark Ragatz – Letter of Interest in email form
2. Candidate: Heidi Kaseff (requesting reappointment)
 - a. Reappointment Letter
 - b. Resume
3. Candidate: Melinda Chinn: Letter of interest
4. Candidate: Keith Beck (requesting reappointment)
 - a. Letter of Interest
5. Candidate: Illyasha Peete
 - a. Letter of interest in email form
 - b. Resume
 - c. "Fitness" Resume

1. Candidate: Mark Ragatz

-----Original Message-----

From: Mark Ragatz [mailto:mjragu01@gmail.com]

Sent: Saturday, February 20, 2021 10:53 AM

To: Jeff Schneider

Subject: Personnel Commissioner

Hi,

My name is Mark Ragatz and I have done some volunteer work over the last several years with your aquatics folks. My sons both played on the LARPD Lazars water polo team and worked as lifeguards at both pools.

I am interested in helping out with the Personnel Commission. I retired from the East Bay Regional Park District (EBRPD) in 2017. I was a park operations manager for EBRPD, the last 3 years I was the Chief of Park Operations. In my 33 years with EBRPD I was an analyst in Revenue Operations, I supervised the Reservations staff, was a Unit Manager for the Shoreline and Parklands units before promoting to the Chief position.

In these various positions I worked closely with the Personnel Department screening applications, designing interviews, interviewing applicants, preparing annual reviews, documenting performance deficiencies, doing investigations of various staff issues, recommending and following through on staff terminations.

If you would like to discuss my qualifications and how I might be able to help, please let me know.

Sincerely,

Mark Ragatz
(925)495-9865
mjragu01@gmail.com

Sent from my iPad

2. Candidate: Heidi Kaseff

HEIDI KASEFF

heidi.kaseff@gmail.com

(925) 998-7361

February 24, 2021

Jeffrey Schneider
Livermore Area Recreation and Park District
4444 East Avenue
Livermore, CA 94550

Jeff:

Thank you for the opportunity to reapply for the Personnel Commission, which I have been a member of since 2001. While I hope I have benefited the LARPD with my knowledge and contributions over the years, I have also learned from management, the board of directors, and the staff.

Why am I the right person for this position? I have extensive experience using best practices in handling employee relations issues, hiring and firing, troubleshooting payroll and benefits issues, assisting managers with performance reviews, and writing employee handbooks. My consulting company sets up and audits human resources functions for small companies, and ensures that their human resources systems are following state and federal regulations. I often speak with leaders who don't have huge amounts of money to throw at their problems. I have to find creative, smart solutions which work for each particular situation. The issues and problems the LARPD is facing are very similar to ones that I work on every day.

I have enjoyed working with the accomplished Personnel Commission, recognizing that each member brings their own special skills and experience. We question both longstanding policies and those that are newly proposed: "Why is there compensatory time off for managers?" "You would never be able to propose this policy at a private enterprise." I have developed an appreciation for the challenges that LARPD management faces, and its commitment to make decisions which make the most sense for both the financials and the employees.

I look forward to working with you in the future.

Sincerely,

Heidi Kaseff

HEIDI KASEFF

heidi.kaseff@gmail.com

[LinkedIn URL](#)

(925) 998-7361

KEY ACCOMPLISHMENTS:

CONGREGATION BETH EMEK, Pleasanton, California

Human Resources Specialist, 2008 to present

Provide support in the areas of: compensation, employee relations, and recruitment for small religious organization.

- Create and revise policies and job descriptions, and troubleshoot benefit and payroll issues.
- Recruit and screen applicants, conduct interviews, and recommend selection decisions.
- Communicate policies, procedures, and benefits to employees and supervisors.

LIVERMORE AREA RECREATION AND PARK DISTRICT (LARPD), Livermore, CA

Member, Personnel Commission, 2001 to present

Provide monthly oversight and guidance to management on human resources policies, job classifications and descriptions, recruiting and selection, and benefit and pay issues.

HEIDI KASEFF, HUMAN RESOURCES CONSULTING, Livermore, California

Human Resources Generalist, 1999 to present

Assist small companies with their outsourced human resources functions in the areas of: Compensation, Training, Recruitment, Interviewing, Progressive Discipline, Termination, and Employee Relations. Clients include real estate, legal, medical, and hi-tech firms.

INTERTEK TESTING SERVICES, Menlo Park, California

Human Resources – Western Region, 1995 to 1998

Managed human resources for the Western division offices of a global engineering laboratory.

- Minimized legal liability by strictly monitoring disciplinary action and termination processes.
- Trained managers and employees in performance and total quality management.
- Guided managers on setting performance standards and holding employees accountable.
- Assisted with immigration, relocation, and repatriation issues.
- Conducted creative recruiting programs to find highly specialized candidates.

WESTERN FARM CREDIT BANK, Sacramento, California

Project Manager - Human Resources, 1990 to 1994

Managed projects for a financial institution in a multi-state region.

- Reviewed job classifications for over 300 positions and 1,000 employees.
- Trained first level supervisors in supervisory and leadership skills.
- Monitored legal (AA), and employee relations issues during widespread layoffs.
- Communicated new benefit plans to field offices.
- Cut costs by outsourcing administrative functions and restructuring department.
- Guided managers on employee relations and disciplinary action issues.

HEIDI KASEFF

heidi.kaseff@gmail.com

(925) 998-7361

ADDITIONAL EXPERIENCE:

- Directed recruiting process for technicians, professionals and senior level executives as an executive search consultant.

EDUCATION:

M.B.A., UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California.
Human Resources.

B.A., POMONA COLLEGE, Claremont, California.

CERTIFICATIONS:

SPHR: HR Certification Institute - 2001 to present

SHRM-SCP: Society for Human Resources Management (SHRM) - 2015 to present

3. Candidate: Melinda Chinn

February 26, 2021

Jeffery Schneider
Administrative Services Manager
LARPD 4444 East Avenue
Livermore, CA 94550

Dear Mr. Schneider,

Please accept my letter of interest for the position of Personnel Commissioner for the Livermore Area Recreation and Park District.

I am a 35-year resident of Livermore and have taken advantage of the many programs that the district has to offer and the beautiful facilities.

I have a BS degree in Recreation Administration from San Jose State University and worked in the Parks and Recreation field my entire 40-year career.

I retired from the City of Emeryville in 2012 as the Community Services Director where I oversaw operations of the department including all personnel actions including recruiting, hiring, training, managing, and disciplinary actions, as necessary.

Prior to that position I served for seven years as the Recreation Director for the City of Albany with similar personal functions for the department.

My other recreation positions included Recreation Supervisor and Part-time positions for two other municipalities.

As you can see my experience in the field of recreation personnel administration is extensive and would make me qualified for this position. Please contact me if you have any questions or would like to speak to me further about my qualifications.

Sincerely,



Melinda Chinn

melinda.chinn@comcast.net

925-518-2782

4. Candidate: Keith Beck



Mr, Jeff Schneider,

This will confirm my interest in continuing my appointment as a Personnel Commissioner for LARPD.

My previous experience in personnel service includes:

Mervyn's Department Stores: fourteen years as a Human Resources Director SSIGNED TO THE Sores Operations Division. My responsibilities included executive hiring, training and legal review and direction for 250 store locations and approximately 18,000 employees. Additionally I was charges with helping to open and staff new stores across the western United States.

Proforma Pacific Systems: this was a franchise I purchased in 1986 and built for zero sale to a leading franchise in the system. I this capacity I was not only the primary accounting executive but the individual in charge of hiring support staff and sales executives. In January 2021 I sold this business

Visiting Angels: I have owned this franchise for 15 years and again built it from nothing to now employ over 70 individuals to support the mission of helping and caring for elders in our territory. Of course, this involves review, interviewing and hiring employees for the agency in addition to training and maintaining our standards and culture. The personnel function is one of my main duties as the Executive Director and owner of the agency.

I feel my continued support of LARPD in the capacity of a Personnel Commission will be a benefit to LARPD. Please accept this letter as my desire to continue to support the LARPD.

Sincerely,

A handwritten signature in cursive script that reads "Keith Beck".

Keith Beck, Executive Director
Visiting Angels, Livermore
179 Contractors Street
Livermore, CA 94551-8556

S. Candidate: Illyasha Peete

From: Illyasha Peete [mailto:illy@cen.org]
Sent: Thursday, February 25, 2021 1:11 PM
To: Jeff Schneider
Subject: Personnel Commission
Importance: High

Hello Mr. Schneider,

It was such a pleasure to speak with you today regarding the open board position! Attached, please find my fitness and professional resumes.

As the United States reckons with how to move forward in the throes of a pandemic, social unrest, and political uncertainty, it is with great enthusiasm that I submit my application to serve on the **Personnel Commission**. After reviewing the description for this position, I was delighted that my experience as a business owner, transformational nonprofit executive director, corporate trainer, adjunct college professor, and Director of Diversity and Training/Consulting at a capacity building organization have prepared me to serve.

I have deep expertise in managing complex projects, supporting and developing teams, and embedding diversity in governance, training, and staffing/hiring practices. I am a direct and spirited individual who enjoys working both independently and collaboratively and have a strong track record of fostering reciprocal, respectful, and productive relationships with diverse stakeholders including but not limited to staff, colleagues, contributors, clients, partners, and board members.

I am excited about the opportunity to serve and I invite you to reach out to me with any additional questions.

Embracing Diversity in Decision Making,

Illyasha Peete

Embrace Education,



Illyasha Peete, MBA
Pronouns: She/Her
Director of Diversity and Training/Consulting
Direct: 901.258.2464

Our mission is to improve the long-term sustainability of nonprofit leaders and organizations by offering the highest quality programs, consultation, training and community-building networks.

Center for Excellence in Nonprofits
Sobrato Center for Nonprofits
330 Twin Dolphin Drive # 151
Redwood City, CA 94065
650.517.5855 | www.cen.org
[Facebook](#) [LinkedIn](#) [Community Calendar](#)

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Resume of ILLYASHA K. PEETE

(901) 258-2464 • ipeete6@gmail.com

TALENT SUMMARY

- Self-motivated and dependable leader with extensive experience in business relations, special projects, and leading and contributing to teams
- Seasoned people manager with an emphasis on leadership development and driving high-performance through strategic evaluation models both as a manager and private consultant
- Effective oral and written communicator
- Ambitious, driven to see difficult assignments and projects from initiation to successful completion
- Able to organize and handle multiple projects and documentation with attention to detail and confidentiality
- Self-starter committed to developing sophisticated intergroup relations by regenerating policies, processes, and practices that interfere with the values of inclusion, diversity, equity, access, liberation, and belonging
- Attentive and responsive to serving client needs and concerns
- Earned respect of peers and management by consistently performing duties with a high degree of Professionalism and dedication

EDUCATION

Cornell University, Ithaca, NY <i>Diversity and Inclusion Certificate</i>	2020
Ashford University, Clinton, IA <i>Master in Business Administration /Global Management (GPA 4.0/4.0)</i> Golden Key International Honor Society	2011-2013
Western Michigan University, Kalamazoo, MI <i>B.S. General Business, Minor: Human Resource Management (GPA: 3.1/4.0)</i> Four-Year Tennis Letterman (Scholarship) – 2 MAC Conference Champion Titles	1989-1992

PROFESSIONAL EXPERIENCE

Center for Excellence in Nonprofits, Redwood City, CA Director of Diversity and Training/Consulting	10/2018 – Present
<ul style="list-style-type: none"> • Support the team with content, creation, and facilitation of the flagship programs: <i>Inclusion, Diversity, Equity, Access and Liberation (IDEAL)</i>, Leaders Institute and the Nonprofit Leadership Certificate Programs, and deliver high-impact, customized Board/Organizational Nonprofit and For-profit Consulting Engagements • Create/facilitate Executive Director and Leaders of Color Roundtables • Recreate programs and services to be presented in an online format • Increase the class sizes and consulting service incomes • Evaluate programs for continuous improvement and include IDEAL principals in all aspects of the work • Update and evaluate current assessments of board and executives to ensure outstanding performance • Develop content and provide facilitation for CEN's Executive Director Roundtables • Deliver workshops on nonprofit governance, leadership, organizational effectiveness, and customized offerings 	

- Participate in CEN fundraising and outreach events
- Select, manage, coach, evaluate staff

STANFORD HEALTHCARE/VALLEYCARE, LIVERMORE, CA 3/2015 – 9/2019
LIFESTYLERX PROGRAM MANAGER, WELLNESS INSTRUCTOR, AND PERSONAL TRAINER

- Led a diverse staff with the focus on teamwork, productivity and efficiency
- Implemented staff training programs to increase staff responsibilities with the goal of creating a positive environment and enhanced productivity
- Analyzed existing program data to increase customer/client engagement
- Initiated and created assessment tools for staff for Living Strong Living Well (a strength and fitness training program designed for deconditioned adult cancer survivors)
- Oversaw and evaluated Strong Hearts program, which supports heart patients in Stage 4 recovery.
- Collaborated to manage a budget of \$5.1M.

BREATHE CALIFORNIA OF THE BAY AREA, San Jose, CA 2/2016 – 11/2017
EXECUTIVE DIRECTOR

- Assumed strategic and operational responsibility for staff, interns, volunteers, programs and expansion through donation and grants.
- Developed, maintained, and supported a strong Board of Directors, serving as ex-officio of each committee
- Built board engagement with strategic direction for both ongoing local and national operations
- Formulated long -term outreach strategies and created assessment tool for board
- Supervised the administrative, financial and risk management teams
- Streamlined service areas and created four pillars of service
- Redesigned evaluation/program structure to meet the needs of clients, stakeholders/funders, and staff
- Developed new partnerships and collaborations to meet mutually desirable goals
- Forecast and established a budget of \$1M
- Cooperated with finance officer and board to conduct annual audits
- Tipped annual appeal by reducing the expenditure by more than 50%
- Diversified funding sources by accessing previously untapped opportunities:
 - Spearheaded the first Smoke Free Outdoor Dining Policy in Milpitas, California
 - Negotiated the Tobacco Education & Advocacy Grant in conjunction w/CA Tobacco Control
 - Maturated Sleep Safe funding by 700% through partnerships, sponsorships, and client participation
 - Researched/secured grants from CVS and PG&E to promote Health Advocate Leadership Training
 - Revised/updated the State Funded Senior Wellness Grant, providing Health Education Services
 - Modernized the Youth for Cool Earth Program which armed teens with the knowledge to become environmental stewards and lead the Clean Cities Coalition to reduce petroleum use

AMAZON/SMX, Tracy, CA - Contract 7/2015 – 1/2016
Area Manager

- Oversaw safety, quality, customer experience, and productivity in the Quality Control Department
- Managed up to 120 staff members
- Reviewed forecasts to determine daily productivity requirements and meet overall objectives
- Updated previous assessment tools to engage team in understanding the need to meet and exceed goals
- Ensured Amazon customers received orders timely manner as a result of teamwork
- Partnered with other Area Managers to balance labor ensuring stable and efficient shift operations
- Supported all safety programs and OSHA compliance to ensure a safe work environment for all associates
- Identified and lead process improvement initiatives and Lean Tools.
- Trained, coached, developed, and evaluated staff to ensured individual needs were addressed

IRVINE WELLNESS PHARMACY, Irvine, CA - Contract 9/2014 – 7/2015
Outcome Care Advocate Director

- Demonstrated clinical product knowledge to deliver informal and formal presentations
- Offered medical solutions to doctors with minimal side effects
- Recruited, trained, and developed talent to promote the company's line of products

- Performed strategic planning and oversaw budgets

CRYE-LEIKE REALTORS REAL ESTATE, Memphis, TN

9/2007 – 10/2013

Affiliate Broker

- Perfected active listening and research skills to assist customers in determining their individual wants and needs to identify and procure the right property
- Negotiated and facilitated complex sales contracts and mortgage documents.
 - Member of the Multi-Million Dollar Club.

EXCEL CHILD DEVELOPMENT CENTER, Memphis, TN

2004 – 2007

Executive Director

- Hired, trained, and directed a 16-member workforce to serve over 150 children from 6 weeks to 12 years
- Created and executed evaluation systems for the entire staff and board
- Managed a budget of \$750,000 while procuring and maintaining contracts with State Voucher Program
- Developed and directed the educational curriculum as well as the social and athletic programs for children

COLLEGE ADJUNCT FACULTY TEACHING POSITIONS CONTRACT

University of Memphis, Health, Fitness, Memphis, TN

2002

Mid-South Community College Health Fitness, Conditioning, West Memphis, AK

1997

COMMUNITY VOLUNTEER INVOLVEMENT

- Association of Fundraising Professionals (AFP), Inclusion, Diversity, Equity, and Access Chair
- DECA Judge for regional competition
- Rally for Love (Diversity Event), Volunteer
- Association of Fundraising Professionals, Young Adults Chair
- Held Coach, Championship AAU Basketball Team, Stingers
- Ad-in Events (Tennis), Board of Directors
- Memphis Area Association of Realtors, Chair of Member Services
- ALARM (Ardent Leaders as Role Models), Founder & Director
- Assistant Secretary, Board of Directors, American Tennis Association
- Big Brothers Big Sisters, Volunteer
- Wesley Child Development Center, Volunteer
- Methodist Healthcare, Health Fair Volunteer

Awards/Honors/Licenses

Racial Equity Action Institute, Current Fellow	2020-2021
Race Forward – Building Race Equity Level 1 and 2	2021
Circle Keeper Process Training/Certification	2021
Brene Brown-Dare to Lead Trained	2020
Nonprofit Leadership Certificate from Center for Excellence for Nonprofits	2017
Lean Six Sigma White Belt Certified	2016
Patient Safety Star Award (Stanford Health Care)	2017
People on the Move Award Silicon Valley Business Journal	2015
Women of Distinction Honors Edition	2016

- Charged with selling training sessions both individual and group

2015

CLUB SPORT BASKETBALL OFFICIAL

- Responsible for the enforcement of the rules and maintaining the order of the game

2009-2012

LIFETIME FITNESS INSTRUCTOR

- Taught a variety of modalities including but not limited to step, cycle, weight training, and kickboxing
- Served as a basketball official
- Served as part of the original fitness team that opened the facility

2002/1997

ADJUNCT FACULTY TEACHING POSITIONS

- University of Memphis (Aerobics/Fitness Instructor 2002
- Mid-South Community College (Conditioning and Health Instructor) 1997

1993/1998

BELLEVUE TENNIS CENTER (PARK COMMISSION) DIRECTOR OF TENNIS

- Charged with selling training sessions both individual and group
- Served as a Certified Umpire and Referee at professional tennis events
- Certified USPTR Tennis Professional
 - Directed tennis tournaments and raised funds to help promote the tennis center
 - Served as a National Tennis Coach for the ATA
 - Transformed a dying tennis center into a viable, profitable center serving the inner city community as well as members for the Metropolitan area

1990-2009

ATHLETIC/SPORTS POSITIONS

- Established record of entrepreneurial, leadership, instruction and communication success in leveraging tennis, personal training, and aerobics instruction to generate income
- Acted at the leader to oversee numerous tennis programs throughout the years through lessons, instruction, the development and implementation of tennis tournaments in public and private tennis facilities

Positions and employers included:

- Aerobics Instructor 24 hour Fitness 2009-2011
- Aerobics Instructor/Tennis Pro Jewish Community Center 2004-2006
- Director of Fit Kids Program, Fitness Desk Staff, Personal Trainer, Wellness Instructor Jewish Community Center 1993-2006
- Tennis Professional Wolbrecht Tennis Center 1993-2009
- Tennis Professional Whitehaven Tennis Center (Park Commission) 1993-1995
- Tennis Director/Aerobics Teacher Beloit Country Club 1998-1998
- Assistant Tennis Pro Clock Tower Racquet Club 1997-1998
- Ball Boy Trainer/Pro Am Event Clock Tower Racquet Club 1998-1998

- Assistant Tournament Director Clock Tower Racquet Club 1998-1998
- Aerobics Instructor Bally's Fitness 1997-1998
- Coach National Tennis Workshop American Tennis Association 1994-1994
- Tennis Coordinator/Forest City Parks and Recreation 1993-1996
- Tennis Manager/ Instructor Bountiful Blessings Church 1992-1993

CERTIFICATIONS

- Inferno Hot Pilates (currently certifying) 2019- Present
- Certified Jillian Michaels BodyShred Instructor 2015-Present
- NASM Certified Personal Trainer 2004-Present
- CPR Certified 2000-Present
- College and High School Basketball Official 1990-Present
- Certified USPTR Tennis Professional 1992-Present
- Certified Lines Person(Pro and College) 1992-1994
- AFAA Group Fitness Instructor 2009-2009 (Currently Recertifying)
- AFAA Spin Fitness Instructor (Recertified December 2019) 1989-1989
- Muscular Re-Calibration System (MRS) 2018- present

EDUCATION

2011-2013

MASTERS, ASHFORD UNIVERSITY, CLINTON, IA

Business Administration/Global Management (GPA:4.0/4.0)

Golden Key International Honor Society

1994

GRADUATE CLASSES. HUMAN MOVEMENT SCIENCES, UNIVERSITY OF MEMPHIS, MEMPHIS, TN

Took graduate courses in *Human Movement Sciences Major* (14 hours) GPA (3.8/4.0)

1989-1992

BACHELORS, WESTERN MICHIGAN UNIVERSITY, KALAMAZOO, MI

B.S. General Business; Minor: Human Resource Management (GPA: 3.1/4.0)

Four Year Tennis Letterman (Scholarship) – 2 MAC Titles

COMMUNITY INVOLVEMENT

- Association of Fundraising Professionals, Young Adults Chair
- Association of Fundraising Professionals, Diversity VP Elect
- Ad-in Events (Tennis) Board of Directors
- Big Brothers Big Sisters Volunteer
- Wesley Child Development Center
- Memphis Area Association of Realtors Chair Member Services
- ALARM (Ardent Leaders as Role Models) Founder & Director
- Assistant Secretary, Board of Directors American Tennis Association
- Methodist Healthcare

Volunteer

AWARDS AND HONORS

- Nonprofit Leadership Certificate from Center for Excellence for Nonprofits 2017
- Lean Six Sigma White Belt Certified 2016
- Patient Safety Star Award (Stanford Health Care) 2017
- People on the Move Award Silicon Valley Business Journal 2015
- Women of Distinction Honors Edition 2016
- TSSAA State Basketball Official