

2022 PERSONNEL COMMITTEE AGENDA ITEM RECAP

MONTH	TOPIC	ACTION
JANUARY	NO MEETING	
FEBRUARY	District Notice 10: Vacation Buy Back	Committee members agreed that staff should bring this item to the Full Board.
	Mid-year Budget Review – 18-month Plan – Personnel Assumptions	Brought to the next Finance Committee meeting, then to the Board for the Budget Workshop.
	Discussion of the Organization Chart	Discussion only, however, a copy of the current Org Chart was sent to the Personnel Committee members.
	2022 Personnel Committee Goals	Discussion centered on updating Rules and Regulations, increasing recruitment/retention and Employee Wellness. This was a discussion only and no Committee action was taken.
MARCH	Personnel Commission Review Process	Staff were asked to schedule a meeting with Committee members to review the Commission evaluation process within the next 2 weeks.
	Seasonal Hiring Plan	The presentation covered: how the District plans for seasonal hiring, a recruitment plan, advertising options for job openings and a list of job openings. Discussion only, No action taken
	Foundation Fundraiser	LARPD Foundation will be hosting Wine Down in the Grove on May 21st at Sycamore Grove. Planned activities include wine tasting, food vendors and ranger activities. Discussion only, no action taken.
APRIL	Proposed Changes to Benefits and COLA	District will continue to assume a 3% COLA; this will be reflected in the formal budget review in May. Vacation Buyback will no longer be included in this year's projections. There are no immediate plans to change the District's contribution to healthcare. The District will continue to work with CAPRI on workers' compensation rate assumptions. Discussion only, no action taken.
	Post-Termination/Disciplinary Right of Appeal Process (Discussion)	Following legal review, a draft of the revised policy will be brought back to the Personnel Committee for review. If approved, it will be brought to the full Board.
MAY	HR Officer Recruitment Follow Up	Information only, no action was taken.
	FY 22-23 Salary and Benefits Budget Assumptions	Staff report presented which highlighted current plans relating to salary and benefit proposals for FY22-23. Areas discussed included the District's contributions for health benefits, retirement benefits, including the District's ACERA contribution rates, and salaries. A Cost-of-Living Adjustment (COLA) of 3.0% for all classification ranges will be effective July 1, 2022. Action: The Committee expressed support of the plans for the FY22-23 Salary and Benefits to be incorporated in the District's Operating Budget for FY22-23 and recommends approval by the full Board of Directors.

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	Organizational Structure/Chart	GM Fuzie recommended that we take some of the savings that we have gained from having one less manager (Recreation) and push it down into service delivery. Action: The committee supports staff recommendation to present this to the Board within the budget document as its structure.
	Resignation of Personnel Commissioner Sheryl Goodman	The Committee recommended that staff recruit for a new set of Personnel Commission candidates, following the process outlined in DNO09.
JUNE	CANCELED	
JULY	Commendations from the Board of Directors	☑ The Committee requested that staff draft a policy and criteria for the Committee to review prior to November 2022. ☑ The Committee would like staff to move forward immediately with a commendation for Steve Goodman.
	COVID-19 Update	General Manager (GM) Mat Fuzie shared that there has been another spike in Covid cases. Human Resources Officer (HRO) Michelle Kleman shared that we have had 21 cases since June 12. Information only, no action taken.
	Inflation	The discussion centered on the recent increase in inflation and the associated impact on staff. This was a discussion only and no committee action was taken, however, staff will continue to bring information forward on this topic as it is available.
AUGUST	Recruitment Update	2 Human Resources Analysts were hired. This was informational only, no action taken.
	COVID-19 Update	Steady stream of cases reported. Information only, no action taken.
	Employee Appreciation Event	Staff were asked to give the Board an update following the event.
	Placement of Employee Evaluations into the Personnel System	The Board Chair asked for a closed session at the August 31st Board meeting to discuss the GM evaluation. Action: Staff were asked to ensure this item is added to the next Board meeting agenda as a closed-session item.
SEPTEMBER	Recruitment Update	There are several recruitments underway, including those for: Supervising Ranger, Park Technician (2 positions), Recreation Leader and Preschool Teacher. This was a discussion only, no Committee action was requested or taken.
	COVID-19 Update	This was a discussion only, no Committee action was requested or taken.
	Health Benefits Contribution (HBC)	Staff recommended creating a methodology to commit to a 75% (of premium) contribution for Kaiser + Family (the health benefit plan most used by staff) and apply that maximum contribution for all benefitted employees and carry that into future budget years. Action: Staff were asked to move this item forward to the full Board for consideration at the September 14, 2022 Board of Directors meeting.

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OCTOBER	Personnel Commission Vacancies (Discussion)	<p>Human Resources Officer (HRO) Michelle Kleman reported that a press release was published approximately three weeks ago requesting applicants for the vacancy. The applications were due by September 30th. No applications were received. Action: No Committee action was taken as this was an information only item. However, the following was suggested:</p> <ul style="list-style-type: none"> ☐ BSM Schneider has contacts mainly from the private sector, along with legal and HR contacts, and will work with HRO Kleman on that front. ☐ Director Boswell will do the same.
	Employee Appreciation Event Recap	<p>During the week of September 19th a tie dye event was held for Staff over several days. Approximately 75 employees participated in the event. No Committee action was taken as this was an information only item. However, the following was suggested:</p> <ul style="list-style-type: none"> ☐ If a group picture will be taken, can it then be published on the LARPD website? [Yes.]
	October Wellness Month	<p>No Committee action was taken as this was an information only item. However, the following was suggested:</p> <ul style="list-style-type: none"> ☐ Director Furst asked HRO Kleman to make sure that the Directors know about the [January 2023] blood drive in advance. ☐ HRO Kleman will check with the EAP regarding Board participation in the wellness activities and will check with GM Fuzie before anything goes out to the Directors.
	Recruitment and Staffing Update	<p>Recruitment is underway for two Park Maintenance Techs, a Youth Services Coordinator, Park Ranger Aid, Teacher, and Recreation Leader. Overall, ESS poses the most problems from a staffing perspective and remains to be the primary concern. Informational only and no action was taken.</p>
NOVEMBER	2023 Holiday Schedule	<p>General Manager (GM) Fuzie shared a staff report in support of adding the Juneteenth Federal Holiday to the holiday schedule. Action: The Committee recommended the adoption of an additional day be brought to the November 9, 2022 Board meeting and that the definition for non-standard and standard holidays be verbally discussed along with the costs associated with the incremental holiday.</p>
	Natural Resources Ranger Position (Discussion)	<p>Action: Staff were asked to bring the amended job description and title to the next Personnel Committee meeting for review and approval.</p>
	<p>Director Furst asked that at the next Personnel Committee meeting the following be provided:</p> <ul style="list-style-type: none"> • A recap of the accomplishments of the 2022 Personnel Committee meetings • Goals for the 2023 year for the Personnel Committee • Staffing needs for the 2023 year 	<p>Action: Staff were requested to provide a recap of 2022 Personnel Committee accomplishments, 2023 Personnel Committee goals and staffing needs for 2023 for review at the next Personnel Committee meeting.</p>
DECEMBER	Review of Candidate for Personnel Commission	<p>This item was removed from the agenda by Chair Furst, pending further information and discussion.</p>
	Review of Job Description: Natural Resources Technician	<p>Approved by the Committee. GM Fuzie will determine if this needs to go before the Board or if Committee approval is sufficient.</p>