

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

**Tuesday, September 14, 2021
2:00 P.M.**

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom’s Executive Orders, members of the Livermore Area Recreation and Park District Personnel Committee and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

Committee Members Present: David Furst, James E. Boswell

LARPD Staff Present: Alexandra Ikeda, Jeffrey Schneider, Jill Kirk, David Weisgerber, Jessie Masingale, Julie Dreher, Megan Shannon, Nancy Blair, Pamela Healy, Patrick Lucky.

Public Members Present: None.

1. **Call to Order**
Chair Furst called the meeting to order at 2:00 p.m.
2. **Public Comment**
No public comment.
3. **Approval of the Minutes of the Personnel Committee Meeting held on August 10, 2021**
The minutes of August 10, 2021 were approved unanimously.
4. **Proposed District Notice 0008 – Delegation of Authority**
Business Services Manager Jeff Schneider presented to the Committee the proposed District Notice 0008- Delegation of Authority. The Delegation of Authority is intended to clarify, “who can approve what?” by establishing approval requirements for District processes that involve the commitment and/or management of District resources, human and capital.

ITEM NO. 3

The Committee recommends the proposed District Notice 0008- Delegation of Authorities be presented to the Board on September 29, 2021, with the following suggestions:

- The Board to review the dollar limits associated with purchase request approvals as represented on the Delegation of Authority Matrix.
- Under the “work remotely” category on the matrix, the Committee suggested changes be made to the verbiage to include equal to or greater than one month.
- Expand the lease section on the matrix to include lease amounts and Board review for high valued leases.
- Human Resources/ Personnel Committee review for professional services contracts should be reflected in the Matrix.

5. Directors’ Reports and Announcements

- a) Human Resources Officer Megan Shannon informed the Committee that CAL/OSHA will soon be requiring that all employers with 100 or more employees mandate that their employees either be vaccinated or COVID tested weekly. Further details have not yet been released.
- b) Chair Furst asked what percentage of staff are vaccinated? Ms. Shannon responded that she would email the Board with the percentage of how many employees are vaccinated.

6. Adjournment

Meeting adjourned at 2:53 p.m.

/jm