

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

Tuesday, February 9, 2021
2:00 PM

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: Mat Fuzie, Jeffrey Schneider, Alexandra Ikeda, Fred Haldeman, Jill Kirk, Julie Dreher, Jessie Masingale, Joseph Benjamin, Linda VanBuskirk, Megan Shannon, Robert Sanchez, Patrick Lucky, Natalie Kaaiawahia, Vickie Wiedenfeld.

Others Present: None.

1. Call to Order:

Chair Furst called the meeting to order at 2:01 p.m.

2. Public Comment:

No members of the public were in attendance.

3. Review on the Function of the Personnel Committee

General Manager Mat Fuzie presented the staff report on clarifying the function of the Personnel Committee. The Committee reviewed the LARPD Board Policy titled "Committees of the Board of Directors", policy number 4060, and suggested possible changes.

No Committee action was taken, however Committee Member Boswell offered to make, and subsequently provided, suggested edits to the policy (see attached). The Committee would like the General Manager to take the recommended changes to the Chair of the Board of Directors.

4. 2020 Personnel Committee Meetings in Review

ASM Jeff Schneider discussed the topics that were presented to the Personnel Committee in 2020. Schneider briefed the Committee on the decisions made and actions that were taken.

No Committee action was taken.

5. 2021 Goals and Objectives

ASM Schneider and HR Officer Shannon presented to the Committee the 2021 goals and objectives for the Human Resources Department. Please see attached document.

No Committee action was taken.

6. 2020 Compensation and Benefit Actions

ASM Schneider presented the staff report regarding decisions made in response to the FY20-21 COVID-19 pandemic and its effects to the District's organizational structure. Moving forward, there are decisions that are under consideration to be reversed. The General Manager and the management team discussed which actions should be considered and when they should be effective

Salary and Benefit components under consideration are as follows:

- Full-time staff, excluding ESS, will be reinstated from 38 hours per week to 40 hours per week.
- Reinstatement of Cost of Living Allowance (COLA).
- Reinstatement of Step increases for employees who are eligible (5%).
- Reinstatement of the District's 457 match of up to 4% for regular and part-time benefited staff.
- Reinstatement of job classifications and full-time status for five Recreation Department employees.

Other Considerations That Were Discussed:

- Health Benefits: The possibility of the District contributing to any premium increases in 2022.
- The State increase of \$15 minimum wage for 2022 that will affect 6 job classifications. ASM Schneider believes we can meet this dollar amount without a compression issue.

No Committee action was taken. However, the following action items were suggested:

- Chair Furst stated that a potential line item be factored into the budget to include those benefits for all five Directors (those who elect benefits through the District).
- Committee Member Boswell suggested staff members think of ideas on how we can generate additional revenue opportunities such as other program ideas.

7. Current State of HR Policies, Rules and Regulations, District Notices

GM Fuzie stated during the last board meeting, a standing item was left to discuss HR policies. The District will be looking at California Special District Association (CSDA) policies and potentially personalize those to LARPD.

ASM Schneider added HR will be restructuring and updating policies, rules and regulations, and district notices into a more simplified and uniformed format.

No Committee action was taken.

8. Matters Initiated

- a.) Chair Furst thanked staff for their efforts and hard work during the COVID pandemic.
- b.) Jill Kirk, Community Services Manager, would like to add extra programming at Sycamore Grove Park. Kirk stated that there is a trailer on-site that could be used for the extra programming.

Adjournment

Meeting adjourned at 3:10 p.m.

To: David Furst
Chairman Personnel Committee

From: James Boswell
Vice Chair Personnel Committee

Date: February 09, 2021

Subject: Review of Personnel Committee Functions

The following are the recommended changes as discussed at the Personnel Committee meeting on 02/09/2021:

Section: **BACKGROUND:**
Sentence #2: Replace "concerned:with" to "responsible for".

POLICY TITLE: Committee of the Board of Directors #4060

Subsection #3:
Sentence #1: Replace "formally given such authority for specific and time limited purposes" with : ".....when delegated said authority. The delegated authority shall be for a specific period of time."

Subsection # 7:
Sentence #1: Insert " designated area of concern,..."
Sentence #2: Delete "or General Manager."

Subsection #7:
Paragraph a. Replace "open meeting laws (e.g. Brown Act) that pertain to regular meetings of the Board of Directors." with " ,,,to all legislation currently enacted pertaining to Public Special Districts in the County of Alameda and the State of California."

Paragraph d. Replace "provide a forum" with " be to act as a conduit to share information between leaders..."

Subsection #7:
Paragraph e. Replace " concerned with" with "responsible for".

In addition to the above, further dialogue took place regarding the roles and responsibilities of various **Sub-Committee's** defined and designated by the Board of Directors. The comments and/or suggestions regarding those roles and responsibilities were determined to best be reviewed and discussed with the overall Board of Directors,

Administrative Services – Calendar Year 2021 Goals and Objectives – HUMAN RESOURCES As of : 1/21/2021

#	Item	Date	Status	Person	Notes
1	Distribution of Prevention Program (COVID)	Q1			Per OSHA requirements
2	Provide COVID related trainings to all staff	Q1			Per OSHA requirements
3	Assume Administration of Email & Phone Lists	Q1			Keep email group lists current (i.e. "All Staff" list).
4	Ongoing Contract Tracing/Track & Maintain FCCRA Lists	Q1			Continue to trace COVID cases as they come up and track FCCRA requests
5	Evaluate District HR Policies	Q1			Develop a plan for structure and distribution of HR Rules and Regulations, Policies and District Notices.
6	Performance Management Sub-Committee	Q1			Assemble a sub-committee and gain feedback from department representatives in designing the new Performance Management form/process.
7	District Notice - Leave of Absence / Paid Time Off	Q2			Guidelines, Process/Policy update; goal is consistency across the District and updates to existing policies and practices as necessary. All things leave related in one place. This is a lot of information.
8	Kronos Implementation – Leave of Absence	Q2			Provide an automated facility in support of new leave of absence policies
9	Health and Wellness Program	Q2			Continue to expand upon a formal Employee wellness program; pursue better utilization of existing resources (MHN, CAPRI)
10	District Notice - Performance Management Policy and Guidelines	Q2			Guidelines, Process/Policy document update (requirements for probationary period, requirements for on-going communication with employees, etc..)
11	Kronos Implementation – Performance Management	Q2			Provide an automated facility in support of new Performance Management guidelines
12	Performance Evaluations Due	Q2			Performance Evaluations due for all staff prior to step increases on July 1.
13	On-Boarding Process / New Hire Orientation	Q2			Revisit New Hire processes and methods of orienting new staff
14	Ramp Up Hiring	Q2			In hope that programs start to get back to some kind of normalcy
15	Start Tracking COVID Vaccinations	Q2			With the assumption that Vaccinations will be required for all staff.
17	District Notice – Compensation	Q2			Revisit policies for compensation, including On-Call, on-site during overnight assignments, comp for job-related certifications, multi-lingual skills, etc..)
18	Employee Communications	Q3			Effective use of Kronos and involvement in HR-focused elements of

