

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### DRAFT MINUTES

Tuesday, October 11, 2022  
3:00 PM

NOTICE: Coronavirus COVID-19

*In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), as amended by Assembly Bill 361 (2021), the Livermore Area Recreation and Park District Personnel Committee Members and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in the meeting electronically.*

Committee Members Present: David Furst, James Boswell

LARPD Staff Present: Mat Fuzie, Fred Haldeman, Jeffrey Schneider,  
Michelle Kleman, Linda Van Buskirk

Others Present: None

1. **Call to Order:** Committee Chair Furst called the meeting to order at 3:00 p.m.
2. **Public Comment:** There were no comments from the public.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency:**  
**Resolution:** Moved by Director Boswell, seconded by Director Furst, approved Resolution No. 2762-b, determining to conduct meetings of the LARPD Program Committee using teleconferencing pursuant to Government Code 54953 as amended by AB 361 for the period October 11, 2022 to November 10, 2022.
4. **Approval of the Minutes of the Personnel Committee Meetings held on September 13, 2022:**  
The Committee received a set of Revised Draft Minutes with suggested revisions made by Director Furst and Business Services Manager (BSM) Jeffrey Schneider. The Revised Draft Minutes were approved, with revisions as noted.
5. **Personnel Commission Vacancies:**  
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 30<sup>th</sup>. No applications were received; however, HRO

Kleman will be meeting with the daughter of a business acquaintance. This woman currently runs the sales department's leaning and development at CLOROX and may be a valuable resource for LARPD. We are hoping she will apply and fill the vacancy. Committee members and staff were encouraged to reach out to HR if they know of anyone who would be a good candidate for the Commission. Additionally, if Keith Beck does not wish to renew his term, that position will open up in January.

**Committee questions/comments** included:

- How many vacancies did we have? [*There is currently one vacancy created when Commissioner Goodman moved across country. We may have another vacancy once Commissioner Keith Beck's term expires in January 2023. Staff has reached out to Mr. Beck. The next Personnel Commission meeting is scheduled for November 1, 2022.*]

**Action:**

No Committee action was taken as this was an information only item. However, the following was suggested:

- 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.

**6. Employee Appreciation Event Recap:**

HRO Kleman reported that during the week of September 19<sup>th</sup> a tie dye event was held for Staff over several days. Approximately 75 employees participated in the event. An "All Hands" Staff Meeting is scheduled for tomorrow, October 12<sup>th</sup>. The purpose of the meeting is to reconnect after a great summer, highlight our successes, and talk about upcoming events such as HR trainings, Open Enrollment, and our upcoming Holiday Party. Employees were asked to wear their tie dyed shirts (*not mandatory*). We will share the 2022 LARPD Summer Programs Recap presentation that was shown to the Board at its September 28, 2022 meeting, and then take a group picture.

**Committee questions/comments** included:

- Was the Employee Appreciation Event one event or several events? [*It was one tie dye event, held over four different sessions to try to capture everyone. Employees received an LARPD shirt along with a tie-dye kit, and instructions on how to tie it and dye it. There was good participation each day it was offered.*]

There were no further Committee comments or questions.

**Action:**

No Committee action was taken as this was an information only item. However, the following was suggested:

- If a group picture will be taken, can it then be published on the LARPD website? [Yes.]

## 7. October Wellness Month:

HRO Kleman reported on the idea that healthy employees create a healthy organization, and a healthy organization is the backbone of LARPD. Leading up to the Open Enrollment period (November 28 through December 9, 2022), a variety of wellness activities will be offered to employees here at the RLCC such as a Stress Management class provided by the District's Employee Assistance Program (EAP), an ACERA Basics and Planning webinar via ZOOM for pensioned employees, and Benefits 101 classes taught by the HR team to help employees understand what their benefits are and how to leverage the many opportunities available to them, such as enrollment in the 457 plan. Another opportunity for employee engagement will be a blood drive in January.

### Committee questions/comments included:

- Were the Directors invited to or welcomed to the October wellness events? Years ago, there was Board participation, but the Board has not been informed of these events in the last number of years.

### Action:

No Committee action was taken as this was an information only item. However, the following was suggested:

- Director Furst asked HRO Kleman to make sure that the Directors know about the blood drive in advance.
- HRO Kleman will check with the EAP regarding Board participation in the wellness activities, such as Building Resilience on October 20<sup>th</sup>. Also, check with GM Fuzie before anything goes out to the Directors.

## 8. Recruitment and Staffing Update:

HRO Kleman reported one new hire in the month of September, and so far in October there have been three. 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.

There were no further Committee comments or questions.

### Action:

No Committee action was taken as this was an information only item.

## 9. Directors' and/or General Manager's Reports and Announcements:

- a) GM Fuzie announced that this year President Biden initiated Juneteenth as a national holiday. Two years ago, the District revised its holiday policy to include all the federal holidays, except Columbus Day, leaving the rest as floating holidays. That policy states that if federal holidays are added, the District will recognize those federal holidays and take away a floater. That is meeting with some resistance, so we will be bringing that issue for discussion at the next Board meeting. There are also some operational and social issues with implementing Juneteenth as a holiday.

**Action: The Committee** felt this issue should be discussed at the next Personnel Committee meeting on November 8<sup>th</sup> prior to elevating it to the full Board at its November 9<sup>th</sup> meeting.

- Was Juneteenth intended to be a national holiday on a recurring basis or just a one-time? [*Staff to do the research and bring back a report.*]

The Committee had no further reports or announcements.

**10. Adjournment:** The meeting was adjourned at 3:22 p.m.

/lvb