

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Tuesday, August 8, 2023
3:00 PM

Committee Members Present: James Boswell, Jan Palajac

LARPD Staff Present: Mat Fuzie, Jeffrey Schneider, Linda VanBuskirk, Michelle Kleman, Pamela Healy, Chelynn Watkins, Amber Maugeri

Members of the Public Present: None

- 1. Call to Order:** Committee Chair Boswell called the meeting to order at 3:00 p.m. All committee members were present.
- 2. Public Comment:** Chair Boswell opened the Public Comment period. As no members of the public were present, there were no public comments. Chair Boswell closed the Public Comment period.
- 3. Approval of the Minutes of the Personnel Committee Meeting held on June 13, 2023:**
Action: The minutes of the Personnel Committee held on June 13, 2023, were approved unanimously as written.
- 4. Year in Review With the New HR Team:** Human Resources Manager (HRM) Michelle Kleman opened the discussion, stating, it has been a busy, productive year and congratulating Senior Human Resources Analysts (SHRA) Amber Maugeri and Chelynn Watkins on their one-year anniversary with the District. HRM Kleman reviewed a chart with the Committee, listing topics the HR team has been working on (attached).

SHRA Watkins shared an update on process improvements for new hires and related paperwork.

SHRA Maugeri reviewed the UKG/Kronos (HR system) process improvements related to compensation and benefits.

HRM Kleman commented that she is working on several Administrative Policy updates. Outdated policy manuals will be removed from circulation. They are planning for the most current policy materials to be housed in the Cornerstone Learning Management System (LMS) system.

Enhancements to our 457 plan will be rolled out next month.

Action: This was a discussion only and no Committee action was taken.

5. Summer Hiring Recap: HRM Kleman shared a presentation on summer hiring (attached).

September is Financial Awareness Month. Information will be pushed out to employees and will include how to predict pay, 457 training, etc.

Committee Comments and Questions:

- The Committee acknowledged the work done by HR staff and expressed their appreciation for their efforts.
- Will HR be looking at succession planning? Yes, at some point. The new LMS system has a succession planning module that HR will explore.
- Great Year!

Action: This was a discussion only and no Committee action was taken.

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

- GM Fuzie shared the following:
 - He recently met with the Livermore Valley Joint Unified School District (LVJUSD) for a kick-off meeting. The purpose of the meeting was to discuss a Master Property Agreement, which will cover the use of fields.
 - HR staff will be relocating offices down the hall to the East Wing.
- BSM Schneider shared that for our ACERA Unfunded Accrued Liability (UAL), the investment losses ACERA accrued are large enough to be amortized over a 5-year period. ACERA rates are expected to go down modestly next year then up to 20% again.

7. Adjournment: The meeting was adjourned at 4:09 p.m.

/ph

HR Year in Review

Issue	Improvement	WIP
Need for more celebrations of each other	Tie Dye (September), Holiday (December), March Madness (March), Summer Picnic (August), Added budget line for supervisors and encouraging grass roots appreciation	More shout outs and communications in SharePoint and email
Out of date and incomplete new hire paperwork	Revising offer letters and instructions to enhance the user experience and ensure compliance	Clear Company implementation to make onboarding seamless and allow the supervisors to know where their employees are in the process
Need to further automate processes	Step increase improvements, 457 paperwork	Further automate step increases
Out of date policies	Sexual Harassment updated, Bereavement, Employment of Relatives, Driving, Social Media	Discipline and others
Lack of education and employee development	HR used several meetings for instruction on Kronos, reporting, onboarding processes and workers compensation trainings	Cornerstone LMS implementation and eventually training paths
Incomplete philosophy on compensation	Together with finance achieved a benefits philosophy for health	Still need to determine one for dental/vision and hearing and reviews the efficacy once compensation survey is complete

Compliance documents not 100%	TB, Harassment approx. 95%	Mandated Reporter
Clunky new hire process	Hold onsite meetings, created new hire orientation	Clear Company implementation
Out of date job descriptions	Review of job descriptions are under way	JD and titles will be honed with compensation survey
Employee review process needed to be restarted	Reviews completed in January - April	Decipher how to further automate process. Reviews will begin in September time frame going forward
Need for guiding principles in organization decision making	Created LARPD Values	Continue to drive them through the organization
Safety Committee restart	Fire drill completed and updated info to CAPRI quarterly	Unannounced fire drill, safety training via LMS
Needed training on Diversity Equity and Inclusion	Web page and philosophy created, Senior Analyst Trained	Training will be assigned with LMS
Leave Management tracked outside of Kronos	9 cases, were down out of system, now put in system for tracking of hours	How to tie it to timecards more efficiently
Gaps in benefit profile	457, extended full time to part time	STD. Parental leave, would like to do a benefit survey post total comp review
Need to communicate with employees in central location	IT created SharePoint and HR using, UKG/Kronos	Staff created calendar will foster more transparency



**Personnel Committee Meeting
August 8, 2023**

Summer Recap

HR – Year in Review

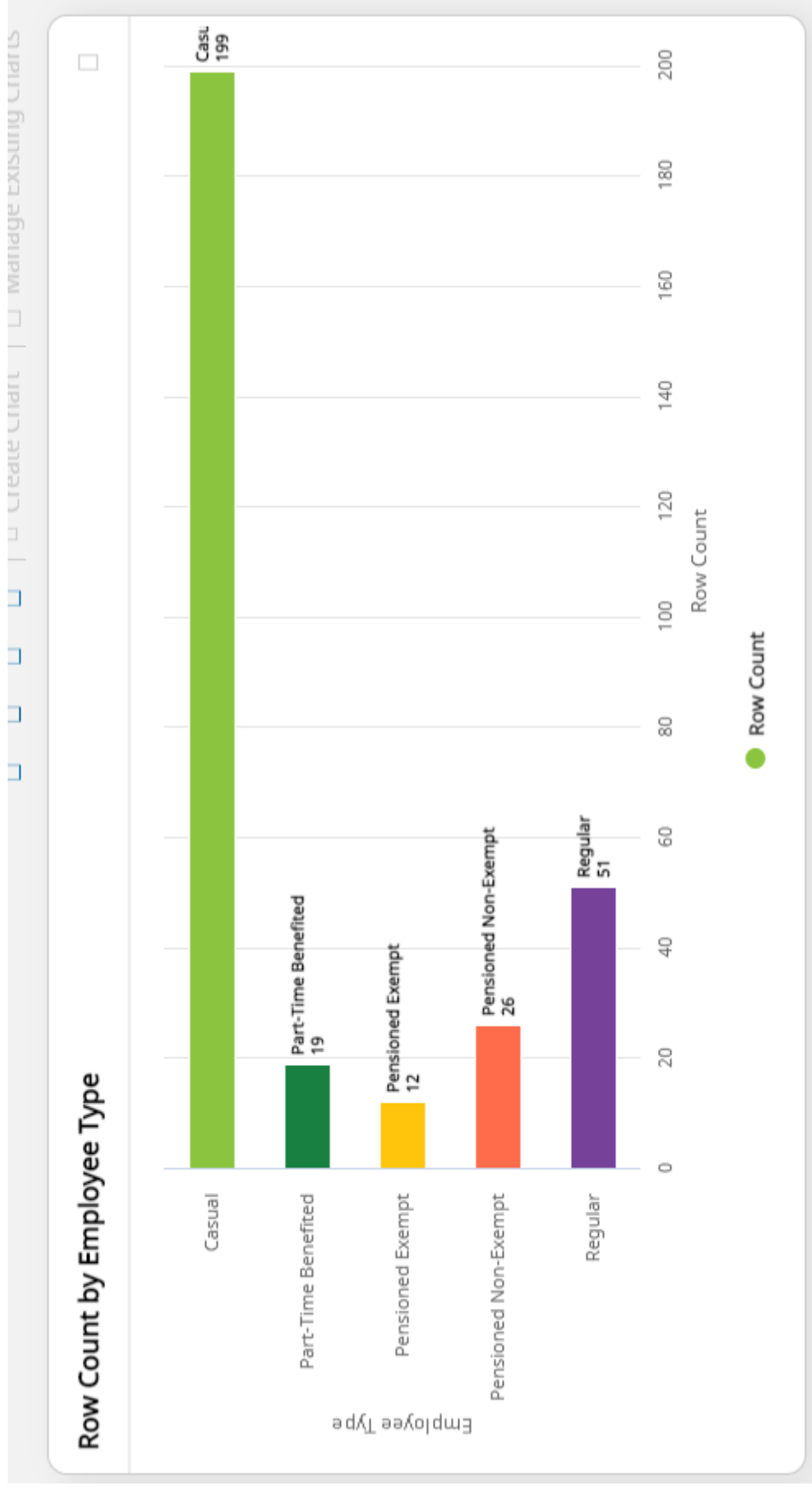
Personnel committee discussion

Head Count as of 3/1/23 – total Active Head Count 228

Casuals	116
Pension Exempt	12
Part time benefitted	24
Regular	50
Pensioned non-exempt	26

-the numbers shift as employees are active, in-activated and termed

Head Count as of 8/3/23 – current snapshot – total Head Count 307



- we hired approximately 100 new casuals this season
- constant shifting mix of employees

Summer Hiring Takeaways

New career employees do not understand the basics

- How they get paid (not instantaneously)
- What documents are needed (livescan, TBs, work Permits)
- How to set up a direct deposit

General work expectations

- How to take feedback
- How to work with different types of people
- How to do work that is not desirable
- How to complete a timecard

Active learning

- Learning the value of money
- Meeting others from different schools and ages

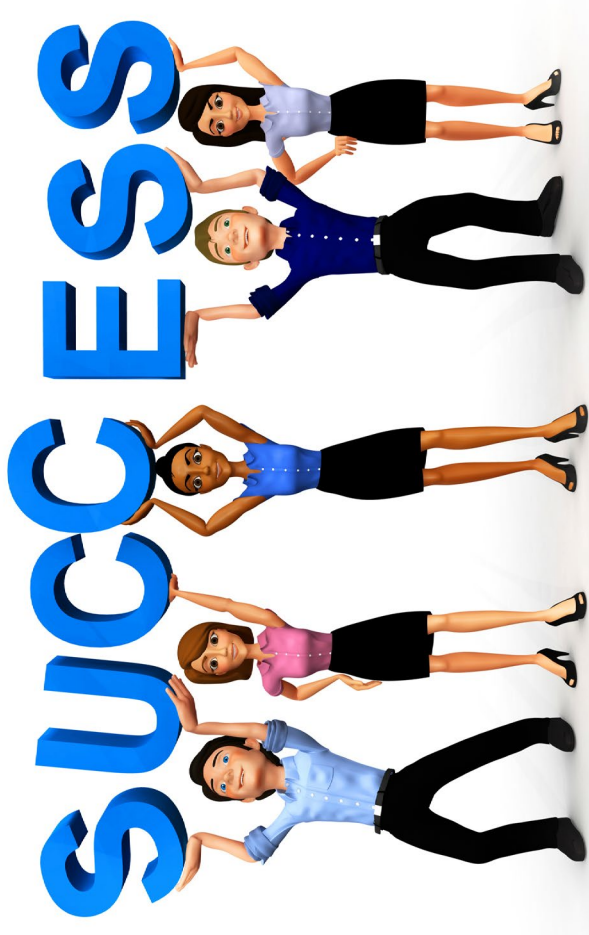


How HR will we improve for next season (summer 2024)

New applicant tracking and onboarding system will allow for transparency

- **Supervisors will be able to see where applicants are in hiring process**
- **New hires will have an easier, slicker user experience where tasks are centralized**
- **Easier acknowledgements of documents**
- **HR will develop easy to follow instructions on I-9, tax withholdings, and direct deposit**
- **HR desires all new employees to go through orientation**

We will come back and show you when complete.



HR TEAM The YEAR in REVIEW

(see handout)



ALOHA!

LARPD HOLIDAY CELEBRATION
12/14/22