

**LIVERMORE AREA RECREATION AND PARK DISTRICT**

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

**Tuesday, January 10, 2023  
2:00 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, Julie Dreher, Linda Van Buskirk, Nancy Blair, Jill Kirk, Pamela Healy

**Others Present:** None

- 1. Call to Order:** Committee Chair Furst called the meeting to order at 2:01 p.m.
- 2. Public Comment:** There were no comments from the public. Chair Furst closed the public comment period.
- 3. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution No. 2770-d):**

**Action:** Moved by Director Boswell, seconded by Director Furst; the Committee approved Resolution No. 2770-d, unanimously.

- 4. Approval of the Minutes of the Personnel Committee Meetings held on December 13, 2022:**

**Action:** The Draft Minutes were approved unanimously as written.

- 5. Recap of 2022 Personnel Committee Accomplishments:** A recap of 2022 Personnel Committee meeting accomplishments was provided with the agenda. Director Furst commented how helpful this was for the existing committee and asked to have a copy included for the new Committee members at the February meeting.

HRO Kleman commented that staff were able to implement a COLA, approve an additional holiday and are appreciative of the Committee's support and approval.

**Action:** Staff were requested to prepare a similar summary for all four standing committees. Staff were also asked to provide a copy of the Recap of 2022 Personnel Committee Accomplishments to Director Palajac, as she will be a new Committee member in 2023.

- 6. Personnel Committee Goals for 2023:** Director Boswell commented that the new committee members have not met yet to determine goals. Some goals may be dependent on the outcome of other objectives that have not been decided as of this date. HRO Kleman added that it would be helpful to have clarity on how staff works out things with the Personnel Committee, for example, when to bring items to approve, and when to apprise.

**Committee questions and/or comments:**

- The Committee agreed that the topic of the Personnel Commission needs to be discussed on a near future Personnel Committee agenda.
- Roles, responsibilities, and certain practices need to be clarified. Planning is meant to be a combined effort between staff and the Board.

**Action:** The topic of the Personnel Commission will be added to a future Personnel Committee agenda.

- 7. Staffing Needs for 2023:** GM Fuzie shared that staffing was ramped up this year coming out of Covid. There has been discussion about adding a person to the budget process. There are no other major needs unless we grow program. If that happens, it will be brought to the Personnel Committee. GM Fuzie added that he appreciates the support from the Personnel Committee in doing what is best for the District.

**Action:** This was discussion only, no action taken.

- 8. Covid-19 Update (Standing Item):** HRO Kleman shared that we have had one Covid case in the last 2 weeks. For the upcoming year, under the non-emergency plan, we will still have to do much of the same reporting as was required under the emergency program (such as contract tracing, employee exclusion from workplace under specific circumstances, etc.). We do not have to report to our local department of health unless it is specifically requested. However, Covid sick pay has expired.

**Action:** This was discussion only, no action taken.

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

- a) Director Furst thanked staff, specifically Executive Assistant Linda VanBuskirk and Administrative Assistant Pamela Healy, for taking excellent Committee meeting notes throughout 2022.
- b) Director Boswell added his thanks and extended it to all staff.
- c) GM Fuzie shared that we are doing well, especially getting through this recent storm. There was a potential tornado watch for Livermore this afternoon. There was some flooding at the backside of Ravenswood park.

- 10. Adjournment:** The meeting was adjourned at 2:30 p.m.

/ph