

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

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.
- 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.