

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### DRAFT MINUTES

Tuesday, April 11, 2023  
3:00 PM

**Committee Members Present:** James Boswell, Jan Palajac

**LARPD Staff Present:** Mat Fuzie, Jeffrey Schneider, Jill Kirk, Fred Haldeman  
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. GM Fuzie took roll call; all committee members were present.

**2. Public Comment:**

Chair Boswell opened the Public Comment period. There were no comments from the public. Chair Boswell closed the Public Comment period.

**3. Approval of the Minutes of the Personnel Committee Meeting held on March 14, 2023:**

**Action:** The minutes of the Personnel Committee held on March 14, 2023, were approved as submitted.

**4. DEI Strategy (Discussion):** Human Resources Officer (HRO) Michelle Kleman introduced Human Resources Analyst (HRA) Chelynn Watkins and HRA Amber Maugeri, who led a discussion on our Diversity, Equity and Inclusion (DEI) strategy.

HRA Watkins is now DEI-Certified. She explained that DEI certification involved a 6-week course, twice a week for 2 hours per session. Information from that course was applied to develop our own plan, which is still a work in progress. DEI is designed to make people of various backgrounds feel a sense of belonging, to be comfortable and able to perform their duties. HR staff have developed a DEI statement, which will be rolled out to staff. HRO Kleman emphasized, this has not yet been rolled out internally. We believe we are already inclusive; this will codify it.

HRA Watkins has created a page on our intranet specifically devoted to DEI. The website includes links to DEI definitions for further staff education.

**Committee Comments and Questions:**

- Will this policy carry over to our community classes and offerings?
- This is an issue that will continue to be vital to our evolving workforce, as the expectation is that we provide a supportive, equitable and diverse work environment.
- How is reasonable accommodation in support of equity determined for participation in our programs? *It depends what type of accommodation is requested, but our first priority is safety. We try to work with parents and consult with our legal counsel to help make the determination.*

Committee members were then given a brief overview of the LARPD Intranet. It was noted that the complete Board would like to be provided with the same overview.

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

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

- Director Boswell shared that he attended the CPRS conference:
  - One of the breakout sessions was an Active Shooter presentation.
  - Some of the new technology for outdoor play structures is astounding. Additionally, many of the structures are now designed to be inclusive of individuals with disabilities.
- GM Fuzie shared that there will be a security guard here at the RLCC every day. We will also be adding security cameras.
- Board members will receive a copy of a letter from ACERA regarding pensions.

**6. Adjournment:** The meeting was adjourned at 4:12 p.m.

/ph