

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### MINUTES

**Monday, October 13, 2025**  
**2:00 p.m.**

Robert Livermore Community Center  
4444 East Avenue, Livermore, CA 94550-5053  
West Wing Conference Room

**Committee Members Present:** Chair David Furst, Director Jan Palajac

**Committee Members Absent:** None.

**Staff Present:**  
Mathew Fuzie, General Manager  
Jill Kirk, Community Services Manager  
Michelle Kleman, Human Resources Manager (HRM)  
Amber Maugeri, Senior Human Resources Analyst (SHRA)  
Rene Venus Dalusong, Executive Assistant  
Kendahl Hettick, Financial Analyst  
Daniel Mason, Facilities and Parks Maintenance Supervisor

**Members of the Public Present:** None.

1. **Call to Order:** Committee Chair Furst called the meeting to order at 2:00 p.m.
2. **Public Comment:** Committee Chair Furst opened the public comment period. There were no speakers, and the public comment period was closed.
3. **Approval of the Minutes of the Personnel Committee held on September 8, 2025:**
  - **Action:** The minutes of the Personnel Committee held on September 8, 2025, were approved as submitted.
4. **Employee Performance Review Process**

SHRA Maugeri and HRM Kleman reported on the current employee performance review process and ongoing improvement efforts. Three new questions were added to help guide conversations during reviews. As part of HR's review process goals, the team is enhancing employee goal setting, implementing performance improvement plans, and developing a training portal, and adjusting the review process to fit department-specific roles. SHRA Maugeri also conducted a brief demonstration of the review process in UKG.

Committee Chair Furst requested a report on Human Resources (HR) progress and upcoming goals.

- **Action:** This was a discussion only; no Committee action was taken; however, staff will provide an update on HR's progress and upcoming goals at the next Personnel Committee meeting.

**5. Future Agenda Items / Matters Initiated / Announcements:**

No items or announcements to report.

**6. Adjournment:** The meeting was adjourned at 3:06 p.m.

/Rvd