

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

**TUESDAY, NOVEMBER 9, 2021
2:00 P.M.**

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 will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting by teleconference.

Committee Members Present: David Furst, James Boswell

LARPD Staff Present: Mathew Fuzie, Allie Ikeda, Jeffrey Schneider, Jill Kirk, Fred Haldeman, Julie Dreher, David Weisgerber, Linda VanBuskirk, Nancy Blair, Jessie Masingale, Pamela Healy, Robert Sanchez, Megan Shannon

Others Present: None

COMMITTEE CHAIR: FURST
COMMITTEE MEMBER: BOSWELL

- 1. Call to Order:** The meeting was called to order at 2:00 by Director Furst.
- 2. Public Comment:** None
- 3. Approval of the Minutes of the Personnel Committee Meeting held on October 12, 2021:** The minutes were approved unanimously as written.
- 4. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2726-b):** Resolution 2726-b was approved unanimously.
- 5. Review and Approval of Proposed Job Classification: Park Ranger/Resource Specialist:** General Manager Mat Fuzie shared that open space has been a work in progress. Staff have spent time and conducted research to determine what we really need. The current position description was modified instead of trying to add another position to the existing structure. This developed into a ranger position with additional skills and responsibilities, including wildlife studies, wildlife surveys, CEQA and responding to grazing requests, to name a few. Ultimately, a Natural Resources Specialist was combined with the Ranger position. GM Fuzie added that this is what we need right now. This change does not add any additional costs to the district. We still retain the ability to add back a supervisory position. Director Boswell asked if the position was a full peace officer position. GM Fuzie replied that it is not, the position may only write citations. Director Boswell commented that clarification should be made to the essential duties and job description. The committee went on to discuss specific authority given to the position as per the requirements in the applicable penal code section. GM Fuzie added, this will go to the Personnel Commission for review, then to the full Board. Director Furst asked a question about the job description on page 1, number 10 under Essential Duties and Responsibilities. The item reads “Adheres to fire prevention policies...” He asked if it should read “policies” (plural) or “policy” (singular). GM Fuzie confirmed it should be “policy” (singular).

6. **Performance Evaluations for District Employees:** GM Fuzie gave a history on the evaluation system that existed when he first started, noting the rating system was ineffective. Subsequently, a new system was put into effect but lacked a formal evaluation tool. This year, a new evaluation tool was employed. It is still under review. He added that the purpose of bringing this conversation to the Personnel Committee is to get committee members feedback on what they want to see. Director Boswell shared the opinion that an evaluation should be functional, easy, but still tied to the components of the job. He discussed the idea of quarterly evaluations as well. He concluded his comments by stating the evaluation process should be fair honest and manageable. Furst: agreed with the comments. GM Fuzie added there is a need to keep it simple: evaluations should encompass probationary evaluations, seasonal evaluations, step increases built into job classifications and corrective counseling to give an accurate picture of their performance. Director Boswell remarked that there should be an employee handbook and a salary administration handbook to base evaluations on. Director Furst asked if we have already compared our current evaluations with other agencies. GM Fuzie affirmed we have done so and now need to decide what will be the most effective and present it to the Commission and Board. The discussion concluded.
7. **Directors' Reports or Announcements:** Committee members had nothing to report. GM Fuzie shared that the courts are challenging the federal government vaccine requirement. The State of California's position is that the employer is responsible for related costs, not the employee. He noted the mandate has potential impact on both our employees and on our budget. He concluded by stating it is a complex issue, that he is not recommending any direct action by the Board.
8. **Adjournment:** The meeting was adjourned at 2:49.

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