

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

**TUESDAY, NOVEMBER 8, 2022  
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 participated 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, Jeff Schneider, Michelle Kleman, Julie Dreher, David Weisgerber, Chelynn Watkins, Jill Kirk

**Others Present:** None

- 1. Call to Order:** The meeting was called to order at 2:03 p.m. by Chair Furst.
- 2. Public Comment:** None. The public comment period was closed.
- 3. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2767-c):** Resolution 2767-c was approved unanimously.
- 4. Approval of the Minutes of the Personnel Committee Meeting held on October 11, 2022:** The minutes were approved unanimously.
- 5. 2023 Holiday Schedule:** General Manager (GM) Fuzie shared a staff report in support of adding the Juneteenth Federal Holiday to the holiday schedule. He explained that the Board has the authority to add to the schedule without the reduction of a floating holiday..

Committee Questions and Comments:

- What is the financial implication of this? *Business Services Manager (BSM) Schneider commented that if we close during the holiday the cost would be approximately \$15k in incremental spend. If we remain open, the number could fluctuate between \$18k and \$20k with Programming, not including opportunity cost.*
- It would be absurd not to recognize the Federal holiday.

Committee Chair Furst recommended that the adoption of an additional day be brought to the full Board at the November 9, 2022 Board meeting and that the definition for non-

standard and standard holidays be verbally discussed along with the cost associated with the incremental holiday.

**Action:** The Committee recommended the adoption of an additional day be brought to the November 9, 2022 Board meeting and that the definition for non-standard and standard holidays be verbally discussed along with the costs associated with the incremental holiday.

- 6. Natural Resources Ranger Position (Discussion)** GM Fuzie indicated that last year the Board was asked to approve this new position. He added, this was a tough role to fill, and we did not have a successful search. As a result, it has become apparent that we need to shift the focus of the position slightly by amending the title and duties and removing the law enforcement component. Community Services Manager (CSM) Kirk added, it is a specific skill set and is difficult to fill, and that the position is more aligned with natural resources. Human Resources Officer (HRO) Kleman added that in her opinion, the job description was not drastically amended, and the updated title constitutes a cosmetic change to align with the market nomenclature. Director Boswell requested that staff bring the job description for review and approval to the next Personnel Committee meeting.

**Action:** Staff were asked to bring the amended job description and title to the next Personnel Committee meeting for review and approval.

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

Director Furst asked that at the next Personnel Committee meeting the following be provided:

- A recap of the accomplishments of the 2022 Personnel Committee meetings
- Goals for the 2023 year for the Personnel Committee
- Staffing needs for the 2023 year

**Action:** Staff were requested to provide a recap of 2022 Personnel Committee accomplishments, 2023 Personnel Committee goals and staffing needs for 2023 for review at the next Personnel Committee meeting.

**Adjournment:** The meeting was adjourned at 2:38 p.m.

/mk