

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

**THURSDAY, OCTOBER 17, 2019  
2:00 P.M.**

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

Committee Members Present: Jan Palajac, David Furst

Staff Present: Mat Fuzie, Patricia Lord, Jeffrey Schneider,  
Megan Shannon,

Public Present: None

**1. Call to Order:** The meeting of the Personnel Committee was called to order at 2:05 p.m.

**2. Public Comment:** There was no public comment.

**3. Human Resources Objectives:**

ASM Schneider distributed a copy of the “Administrative Services – FY 19-20 Goals and Objectives” for discussion and reported on the status of the work related to them.

- Director Furst suggested that Staff look into CSDA as an alternative to RGS Leadership Training.
- The group discussed effective communication skills, both written and verbal, as a staff development opportunity.

No action was taken by the Committee.

**4. Matters Initiated:** None.

**5. Adjournment:** The meeting was adjourned at 2:43 p.m.

## **Administrative Services – FY19-20 Goals and Objectives – HUMAN RESOURCES** As of : 8/28/19

#	Item	Date	Status	Person	Notes
1	District Notice - Leave of Absence / Paid Time Off	Q1			Guidelines, Process/Policy update; goal is consistency across the District and updates to existing policies and practices as necessary.
2	Kronos Implementation – Leave of Absence	Q1			Provide an automated facility in support of new leave of absence policies
3	Uniform Policy	Q1			Create cross-functional team to consistently address dept-specific needs
4	Health and Wellness Program	Q2			Establish a formal Employee wellness program; pursue better utilization of existing resources (MHN, CAPRI)
5	Sexual Harassment Training – ALL	Q2			Potential use of consultant S Fleming
6	Open Enrollment	Q2			Challenge will be to accomplish this in Kronos (educating staff)
7	District Notice - Performance Management Policy and Guidelines	Q2			Guidelines, Process/Policy document update (requirements for probationary period, requirements for on-going communication with employees , etc...)
8	Kronos Implementation – Performance Management	Q2			Provide an automated facility in support of new Performance Management guidelines
9	District Notice – Compensation	Q2			Revisit policies for compensation, including On-Call, on-site during overnight assignments, comp for job-related certifications, multi-lingual skills, etc..)
10	Employee Communications	Q2-4			Effective use of Kronos and involvement in HR-focused elements of the District's Intranet/Ecosystem initiative
11	Leadership Academy	Q2-3			Develop leadership programs for all leaders of staff – guidelines for management at LARPD; initial foray will be RGS training in October for Field Supervisors and other Supervisors as schedules allow
12	Training Administration	Q3			Establish processes for administering ALL District training activities, to include record keeping by employee. Recommended, required classes/certifications on specific technical topics, general management, IT applications, etc
13	Dashboard re-started	Q3			View of HR activity for GM, AGM (WC, recruiting, etc...) – KRONOS?
14	District Notice – Education reimbursement	Q4			Revisit policies for work-related education reimbursement
15	Kronos Implementation – Talent Acquisition	Q4			Deploy talent acquisition module in Kronos and identify opportunities to integrate Kronos with CalOpps recruiting tool
16	On-Boarding Process / New Hire Orientation	Q4			Revisit New Hire processes and methods of orienting new staff