

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

**THURSDAY, NOVEMBER 14, 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,
Allie Ikeda, Megan Shannon, Linda VanBuskirk

Public Present: None

1. Call to Order: The meeting of the Personnel Committee was called to order at 2:03 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.

- Item #11, Leadership Academy: Share agenda with the committee regarding training in January/February March.
- In response to Member Furst’s question regarding whether or not Board members are eligible for Deferred Compensation, ASM Schneider will follow-up with Mass Mutual.

No action was taken by the Committee.

4. Personnel Commission: Roles and Responsibilities:

HR Officer Megan Shannon distributed four pages from the LARPD Personnel Rules and Regulations and gave a summary of the highlighted sections. Discussed ensued regarding the appeal process.

- The Committee requested that this item be placed on the agenda for the December Personnel Committee meeting to discuss again in more depth, to include:
 - A description of the roles and responsibilities of the Personnel Commission
 - A discussion on how the Personnel Commission handles appeals.
 - Do other special districts have a review board? What do non-unionized districts do in this regard?
 - What are our alternatives regarding the appeal process?

- Who gives the Personnel Commission their rights and duties?

5. Matters Initiated:

- a) Member Palajac asked if LARPD has an intranet yet.** ASM Schneider reported that the Swenson Group / All Covered is on board to provide infrastructure and Help Desk support. They will also assist with projects such as different solutions to an intranet, such as SharePoint or Microsoft 360, alternatives that are efficient and effective ways to deploy new technology.
 - The Committee requested that this item be placed on an agenda for an upcoming Personnel Committee for a discussion on the structure of the intranet solution(s).
- b)** The December Personnel Committee should be rescheduled to a later date due to the December 12th Opening Celebration of the Edward R. Campbell Bridge at Sycamore Grove Park. Suggest December 19th instead.

6. Adjournment: The meeting was adjourned at 2:47 p.m.