



Livermore Area
Recreation and Park District
An independent special district

**LIVERMORE AREA RECREATION AND PARK DISTRICT
REGULAR MEETING of the BOARD OF DIRECTORS**

DRAFT MINUTES

WEDNESDAY, MAY 12, 2021

2:00 P.M.

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Board of Directors and staff participated in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

DIRECTORS PRESENT: Directors James Boswell, David Furst, Jan Palajac, Vice Chair Maryalice Faltings, and Chair Philip Pierpont

DIRECTORS ABSENT: None

STAFF MEMBERS PRESENT: Mathew Fuzie, Alexandra Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Jessie Masingale, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Lynn Loucks, Megan Shannon, Nancy Blair, Patrick Lucky, Robert Sanchez

GENERAL COUNSEL: Rod Attebery, Allison Felkins, Neumiller & Beardslee

OTHERS PRESENT: Conni Naylor, Dianna Geyer, Melinda Chinn, Susan Junk, Tony Kukulich (The Independent)

1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE:

Chair Pierpont called the meeting to order at 2:10 p.m. All Directors were present, via Zoom. Chair Pierpont led the Pledge of Allegiance.

2. PUBLIC COMMENT:

Conni Naylor, President of the Ravenswood Progress League (RPL), spoke on behalf of the RPL. She provided an update to the Board on the RPL's ability to hold docent tours at Ravenswood again, and the reorganization of the gift shop. She expressed concern that the RPL is allowed only one tour per month at this time and said they feel as if they are being squeezed out. She had the following questions for LARPD:

- 1) "Why can't we be open two Sundays now and in 2022, as per our past history?" and

2) “What is the LARPD vision for the RPL going forward?”

Susan Junk, a Livermore resident, encouraged the Board and staff to continue to respect the Ravenswood Progress League’s long-standing tradition of community tours on the 2nd and 4th Sundays. She stated if there is any doubt, one can always look at the handsome sign at the front gate to the Ravenswood Historic Site.

Director Faltings stated she would like to see this put on a Board agenda for discussion at the Board level. Director Furst asked if this item should go to Facilities Committee first. Chair Pierpont thanked Ms. Naylor and Ms. Junk for their comments. GM Fuzie asked the Board to allow him to handle this at a staff level. He will report back before any Board discussion is held.

3. CONSENT ITEMS:

- 3.1 Approval of the Minutes of the Regular Board Meeting of April 28, 2021.
- 3.2 General Manager’s Monthly Update to the Board – May 2021

MOTION:

Moved by Director Palajac, seconded by Director Furst, approved the Consent Items, by the following roll call vote:

AYES: *Directors Faltings, Boswell, Palajac, Furst, and Chair Pierpont*
NOES: *None*
ABSTENTIONS: *None*
ABSENT: *None*

4. DISCUSSION AND ACTION ITEMS

4.1 ROLE OF THE PERSONNEL COMMISSION and FILLING OF VACANCIES

Chair Pierpont stated the Board would review and discuss the role of the Personnel Commission and provide direction to staff as needed.

GM Fuzie presented the staff report and led the discussion on the Personnel Commission and its function within the Livermore Area Recreation and Park District based on the following questions:

- **(1) What is the desired role of the Personnel Commission as it relates to the duties of the Board of Directors and as an advisory commission to the District?**
- **(2) How many members should be appointed to the Personnel Commission to sustain a viable advisory quorum?**
- **(3) What are the weighting criteria to be used by the Personnel Committee to determine a recommendation of suitable candidates to fill vacancies on the Personnel Commission?**
- **(4) How would the Board of Directors like to memorialize these decisions for future determination and discussion?**

Action Items:

- As Chair of the Personnel Committee, Director Furst stated that the Personnel Committee did not receive direction from the Board in order to effectively evaluate the five candidates. As a consequence, the Committee used different criteria and could not come to any type of meaningful conclusion. Therefore, (as stated in Question 3) the Personnel Committee needs direction and clarification from the Board on how to weight and how to evaluate the five candidates in terms of HR experience compared to recreation and park experience.
- The Personnel Ordinances are actually Board/Personnel Policies and must be either expanded or modified to the point that they're in line with what exists today, and a recommendation be put forward and codified so that LARPD can move forward in today's environment.
- The Board needs enough logical data to make an informed decision on the role of the Personnel Commission, the Personnel Committee and the HR Department.

MOTION:

Moved by Director Palajac, seconded by Director Furst, that the District keep the Personnel Commission, by the following roll call vote:

AYES: *Directors Furst, Palajac, and Chair Pierpont*
NOES: *Directors Boswell, Faltings*
ABSTENTIONS: *None*
ABSENT: *None*

Chair Pierpont opened public comment. There were no public comments. Chair Pierpont closed the public comment period.

Chair Pierpont opened further Board Member discussion. None received.

GM Fuzie then led the Board on a discussion of the Staff Recommendation:

Recommendation: Staff recommends the continuation of the Personnel Commission with 5-7 appointed members to maintain a viable quorum. The Personnel Commission should be appointed with a focus on Human Resources experience. An understanding of government, and more specifically parks and recreation, are desirable.

The role of the Personnel Commission should be primarily to be prepared to be a hearing board for employee disciplinary matters with the purpose of hearing evidentiary arguments and making a recommendation to the Board of Directors on the matter.

The Personnel Commission will be directed by the Board of Directors to serve in an advisory role for Human Resources matters to the General Manager and designees to provide peer review and advice.

Staff also recommends capturing this direction in a District Notice to supersede previous policy notices that are outdated and unnecessary.

Action Items:

- Director Furst encouraged board members to review page 2 of the staff report to confirm if there are any objections or modifications to the staff recommendation listed. This will help the Board move on with a discussion of roles and responsibilities.
- Board consensus was in agreement with Staff Recommendations with the following suggestions:
- Maintain number of Personnel Commissioners to 5 as opposed to 7.

Chair Pierpont asked the Board to discuss the issue of weighting the qualifications or its set of criteria for evaluating potential members of the Commission.

Action Items:

- Director Furst asked fellow Board Members to consider the following details: Should the Personnel Commissioners be HR people? Are they Park and Recreation people? If it's a combination, is HR more important than Park and Rec or do we want Park and Rec with a minor in HR? If its HR with a minor in Park and Rec, is it a 50/50 weighting, an 80/20 weighting? The Personnel Committee will need specific direction from the Board to tell it how to weight the candidates in a proper and consistent way in order to go forward.

Experience should be either entirely HR or as expert a background in HR as we can find. Candidates should not be totally inexperienced in Parks and Recreation. They are advisory to our own HR staff, so they should be HR people with a hint of knowledge of Parks and Rec; so, either 100% HR or 90/10, but basically HR experts. The emphasis should be on HR, personnel, and employment law experience. This is critical.

Personnel Committee Chair Furst stated he believes the Personnel Committee has enough direction.

- He suggested that staff prepare an organized document for review by the Personnel Committee as quickly as possible so they may move forward on this. Member Boswell concurred.

5. DIRECTORS' REPORTS AND ANNOUNCEMENTS:

Chair Pierpont stated that, in an effort to make the agenda more efficient, "Matters Initiated/Announcements by the Directors" and "Committee Reports" items have been changed. The preference, in talking with counsel, is that Board Members raise potential Matters Initiated whenever possible directly with the General Manager or the Board Chair to ensure that the Board does not accidentally discuss items brought up in this manner that are not on the agenda.

- Board Members suggested keeping the item "Committee Reports" as a separate agenda item.
- a) Director Boswell deferred to Director Furst for a report on the Personnel Committee meeting.
 - b) Director Faltings reported her attendance at the May 6, 2021 Facilities Committee meeting.

- c) Director Faltings reported her attendance at the May 3, 2021 LARPD Foundation meeting.
 - She suggested that Board members receive copies of the Foundation minutes, once they are available.
- d) Director Furst reported his attendance at the May 5, 2021 Chamber of Commerce Business Alliance meeting.
- e) Director Furst reported his attendance at the May 5, 2021 Livermore Cultural Arts Council meeting.
- f) Director Furst reported his attendance at the May 11, 2021 Personnel Committee meeting.
 - Director Furst stated that, historically, only the Committee Chairs report on their committees rather than calling on everyone, but the Board Chair may make that change. He asked that Board members be notified in advance, if that is the new direction - asking each Committee Member, rather than just the Committee Chair.
 - Chair Pierpont clarified [for the record] that he had called upon Director Boswell, in alphabetical order, in case he had an announcement, not because he was going to give a report on a committee that he was not the chair for.
- g) Director Palajac reported her attendance at the May 6, 2021 Facilities Committee meeting.
- h) Chair Pierpont reported his attendance at the May 12, 2021 Alameda County Special Districts Association membership meeting, hosted by the East Bay Regional Park District.

6. INFORMATIONAL ITEMS (No Action Required)

6.1 GENERAL FINANCIAL UPDATE

GM Fuzie stated that there is a lot going on right now as the District works to bring the Budget to the Board within the next two months along with policies regarding the pension obligation bonds. Budget numbers are tracking well and obviously better than the worst-case scenario. Revenues are also doing well as we plan for future programs. ASM Schneider added his team has been working on a modest change to this District's revenue recognition for this fiscal year. A financial summary that is updated for April will be available soon.

This was information only and no action was taken.

6.2 COVID-19 PROGRAM UPDATES

GM Fuzie gave a brief update regarding current District programs as we adjust to the current tier assignments. Demand is far outstripping supply right now, especially within the Aquatics program. Camp Shelly is going to open, and we have begun taking reservations. Summer camps are also filling up very quickly. The District is now hiring both permanent and temporary employees to meet the needs. About 8000 community members have received vaccinations through our vaccination clinics at the RLCC and May Nissen Community Centers. The next focus will be on the 12 to 15-year-olds, our students in the community, who may get vaccinated if their parents support that.

GM Fuzie reported that CARPD asked LARPD to consider nominating itself for an Award of Distinction at the CARPD Annual Conference – for Outstanding Innovation and/or Outstanding Activity due to our activities that have stood out over the past

year. Although we did not have enough time to submit a nomination, it is nice to be noticed by our peers, our Board and the public, for leading the pack through the COVID-9 pandemic.

This was information only and no action was taken.

6.3 ANNOUNCEMENTS BY THE GENERAL MANAGER:

As of Sunday, the county is taking over all COVID-19 vaccine responsibilities within Alameda County. He announced that if Board members or staff know of any specific friends or family that are having a difficult time getting their second shot, please see him. The school district, specifically Dr. Bowers, has made a lot of direct contacts with those providing those doses, so together we generally can take care of every problem that comes through.

7. ADJOURNMENT: The meeting was adjourned at 4:10 p.m.

APPROVED,

Philip Pierpont
Chair, Board of Directors

ATTEST:

Mathew L. Fuzie
General Manager and
Ex-officio Clerk to the Board of Directors