

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### MINUTES

**Monday, March 10, 2025**  
**2:00 p.m.**

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

**Committee Members Present:** Chair David Furst, Director Jan Palajac

**Staff Present:** Mathew Fuzie, General Manager (GM)  
Jill Kirk, Community Services Manager (CSM)  
Linda VanBuskirk, Executive Assistant  
Rene Venus Dalusong, Executive Assistant  
Michelle Kleman, Human Resources Manager (HRM)  
Chelynn Watkins, Senior HR Analyst (SHRA)  
Kendahl Hettick, Financial Analyst (FA)  
Patrick Lucky, Recreation Supervisor (RS)

**Members of the Public Present:** None.

1. **Call to Order:** Committee Chair Furst called the meeting to order at 2:04 p.m.
2. **Public Comment:** Chair Furst opened the Public Comment period. There were no speakers, and the public comment period was closed.
3. **Approval of the Minutes of the Personnel Committee held on February 10, 2025:**
  - **Action:** The minutes of the Personnel Committee held on February 10, 2025, were approved as submitted.
4. **2024 Personnel Committee Recap**

HRM Kleman reviewed the committee recap, highlighting the committee's achievements and providing updates on pending action items. The presentation was included in the agenda packet, with a brief synopsis listed below:

  - Compensation Changes
  - Benefits Review and Enhancements: New Benefits Summary and Learning Management System.
  - Leaves and Workers' Compensation
  - Policy and Compliance: New Employee Handbook and Compliance Tracking
  - Recruitment: totaling 134 hires in 2024
  - Training and Development
  - Process Improvements/Human Resources Information Systems

- Compensation survey will not be presented to the Board as the data comparison with other agencies is inconsistent and not directly applicable.
- Cornerstone will be discontinued, and HR will transition to using UKG's existing learning management tool.
- Position/hierarchy overview will be carried over to the next meeting for further discussion.

➤ **Action:** This was a discussion only; no Committee action was taken. However, the position/hierarchy item will be carried over to the next meeting for further discussion.

## 5. HR Presentation

HRM Kleman provided a brief update on several items: the District Statement was updated and is now titled "Statement of Community"; the District Staff Values were revised to focus on continuous improvement, exceptional service, growth, collaboration, and community; potential collaboration with a sister organization was noted; and job descriptions were reviewed, with updates including driving requirements, age limits, pre-employment physicals for manual labor roles, construction-specific details for facilities positions, and the change from American Red Cross certifications to accredited certifications.

Committee Questions/Comments:

- a) Director Furst asked where the statement and values will be posted. [*GM Fuzie: The statement and staff values will be posted on both the external and internal Human Resources sites.*]
- b) GM Fuzie asked the committee members if the Staff Values need to be reviewed by the Board. [*Committee Members: No, the Board does not need to review and approve.*]
- c) Director Furst inquired about the cost of the pre-employment physicals and who administers them. [*GM Fuzie: The District will cover the costs, and a third party administers the physicals.*]
- d) Director Furst asked if the committee needs regular updates on the costs of pre-employment physicals. [*GM Fuzie: The Committee will receive an update in May/June.*]

➤ **Action:** This was a discussion only; no Committee action was taken. However, the job descriptions review will be carried over to May/June for further discussion.

## 6. Cafeteria Plan Update

SHRA Watkins updated the committee on her meeting with the City's Human Resources Manager and Analyst, where she gathered information on the City's benefits package. In summary, the District offers higher contributions, better family coverage, and stronger vacation and deferred compensation benefits. Livermore's plan focuses on lower contributions, caps on medical benefits, and a vacation buyback program. The District's package is better for full-time employees with family coverage, while Livermore may appeal to those preferring taxable income. Additionally, SHRA Watkins is researching benefits packages from other special districts and will update the committee once her report is complete.

Committee Questions/Comments:

- a) Director Furst asked how many city employees participate in the cafeteria plan. [*SHRA Watkins: Fifty percent of city employees participate in the cafeteria plan.*]

- b) Director Furst inquired on what HRA stood for. [*SHRA Watkins: It stands for Health Reimbursement Account. Employees can use it for hearing and vision related expenses.*]
- c) Director Palajac questioned the purpose of the research. [*GM Fuzie: The purpose is to discuss the philosophy and potential benefits with the Board in the near future.*]
- d) Director Furst requested staff to provide an update on the research of benefits packages from other special districts in May or June.
- e) HRM Kleman was asked to confirm if the Pleasant Hill Recreation & Park District has a bargaining unit.

➤ **Action:** This was a discussion only; no Committee action was taken. However, staff will provide an update on research of benefits packages from other special districts in May or June.

**7. Future Agenda Items / Matters Initiated / Announcements:**

- a) GM Fuzie updated the Committee members about his schedule for the week and an incident that took place at Altamont Creek Park involving a park patron and Livermore law enforcement.

**8. ADJOURNMENT:** The meeting was adjourned at 3:21 p.m.

Lvb/rvd