

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### MINUTES

**Monday, May 12, 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)  
Michelle Kleman, Human Resources Manager (HRM)  
Linda VanBuskirk, Executive Assistant  
Rene Venus Dalusong, Executive Assistant  
Kendahl Hettick, Financial Analyst (FA)  
Brenda Rios, Child Development Supervisor  
Holly Brockman, Child Development Supervisor  
Daniel Mason, Parks and Facilities Supervisor

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

1. **Call to Order:** Committee Chair Furst called the meeting to order at 2:00 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 April 14, 2025:**

Chair Furst pulled the minutes and requested clarification on page 2, Item 6 (c), Future Agenda Items/Matters Initiated/Announcements. He noted that the minutes indicated staff would follow up with more information on the ESS item at the next meeting. However, since the item was not included on the current agenda, the language should be revised to read "at the June meeting."

➤ **Action:** The minutes of the Personnel Committee held on April 14, 2025, were approved as amended.
4. **Job Descriptions Overview**

HRM Kleman gave an update on LARPD's job descriptions, the varying differences of job descriptions within a group, and the pros and cons of hiring contractors versus using staff. The PowerPoint presentation was included in the agenda packet. Highlights from the report included:

  - Color coded list of job categories and positions.
  - Reviewed the different variables of when to amend/add a job description.
  - Job description review process.

Committee Questions/Comments:

- a) Director Palajac asked what CORE stood for. [*HR Kleman explained that it consists primarily of Managers, and depending on the meeting topic, may also include Supervisors.*]
- b) Chair Furst asked about the average number of job description changes made within a year. [*HRM Kleman: Roughly 50 and could be big or minor changes.*]
- c) Director Palajac inquired if there's been a case where they had someone leave a position and then the job description was changed. [*HRM Kleman: Yes, this occurrence has happened.*]
- d) Chair Furst asked why the Recreation job specifications are not equal. [*HRM Kleman responded that the jobs vary so much in scope that they cannot be made equal.*]
- e) Director Palajac inquired whether HR had a job description model to work toward. [*HR Kleman noted that HR has a general structure.*]

➤ **Action:** This was a discussion only; no Committee action was taken.

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

- a) Chair Furst asked about the ESS topic. [*Director Palajac explained that it would be a discussion on the possibility of ESS becoming an enterprise.*]
- b) HRM Kleman noted the June agenda will include a Cafeteria Plan update with a comparison to other cities and special districts.
- c) GM Fuzie reported that the Finance Committee approved the 2/2/2 Cost-of-Living Adjustment (COLA) plan, which will be presented to the Board for consideration.
- d) GM Fuzie informed the committee that TVC plans to request LARPD's partnership in acquiring open space for land linkage. This item will be brought to the Board at a future meeting.

**6. ADJOURNMENT:** The meeting was adjourned at 2:45 p.m.

Lvb/Rvd