

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Tuesday, April 13, 2021
2:00 PM

NOTICE: Coronavirus COVID-19

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

Committee Members Present: David Furst, James E. Boswell

LARPD Staff Present: Alexandra Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Jessie Masingale, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Megan Shannon, Nancy Blair, Robert Sanchez, Patrick Lucky.

Others Present: Melinda Chinn

1. Call to Order

Chair Furst called the meeting to order at 2:00 p.m.

2. Public Comment

Melinda Chinn introduced herself to the Committee and provided her qualifications for consideration to become a member of the Personnel Commission.

3. Approval of the Minutes of the Personnel Committee Meeting held on March 9, 2021

The minutes of March 9, 2021 were approved unanimously.

4. **Personnel Commission Appointment Process: Candidate assessment and plan to develop recommendations for the April 28th Board Meeting**

The Committee Members discussed the selection process for the Personnel Commission candidates. Committee Member Boswell presented a rating form with a set of criteria for rating each candidate. The Committee decided that each candidate who had not already provided a resume should be asked to do so by ASM Schneider as a means of putting each submittal on equal footing. For future Commission appointments, the Committee suggested that more robust submittal guidelines should be established, and that the review process should be based on pre-established criteria specific to the role.

The Committee then decided to hold a special Personnel Committee meeting to discuss each candidate based upon the complete set of candidate information obtained by ASM Schneider. The special Personnel Committee meeting will be held on April 20, 2021. During the meeting, the top candidates will be determined and the tentative plan is to present the Committee's recommendations for the two pending Commission appointments to the Board at its meeting on April 28, 2021.

5. **Recruiting Activity Update**

Human Resources Officer Shannon provided the Committee with an update on the current full-time recruitments for Park Worker and Recreation Coordinator.

No Committee action was taken.

6. **COVID- related Processes Update**

Human Resources Officer Shannon presented an update on the current changes in the workplace related to COVID-19.

No Committee action was taken.

7. **Matters Initiated**

Committee Member Boswell requested that Staff provide input regarding the current role and benefits of having a Personnel Commission. He requested the information be presented to the Personnel Committee within the next 30 to 60 days.

8. **Adjournment**

Meeting adjourned at 2:52 p.m.