

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

**Monday, December 8, 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

Committee Members Absent: None.

Staff Present: Mathew Fuzie, General Manager (GM)
Michelle Kleman, Human Resources Manager (HRM)
Amber Maugeri, Senior Human Resources Analyst (SHRA)
Chelynn Watkins Senior Human Resources Analyst (SHRA)
Rene Venus Dalusong, Executive Assistant
Daniel Mason, Facilities and Parks Maintenance 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:** Committee 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 October 13, 2025:**
 - **Action:** The minutes of the Personnel Committee held on October 13, 2025, were approved as submitted.
4. **Human Resources Progress**

HRM Kleman, SHRA Maugeri, and Watkins provided an update on HR's progress over the past three years. They began by addressing outdated and inconsistent policies, incomplete processes, and an unfocused total compensation structure. The team has since updated core policies, implemented systems to streamline processes and ensure compliance, and completed a compensation assessment to strengthen LARPD's benefit offerings. A detailed summary of cost-control measures, key performance results, and process improvements was included in the agenda packet.

Committee Chair Furst requested a brief presentation to the Board of Directors on HR's progress at a future meeting.

- **Action:** This was a discussion only; no Committee action was taken; however, staff will present a brief report on HR's progress at a future Board meeting.

5. Future Agenda Items / Matters Initiated / Announcements:

GM Fuzie announced that soccer programming will be offered in the fall in addition to the spring season.

6. Adjournment: The meeting was adjourned at 3:04 p.m.

/Rvd

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

Monday, February 9, 2026
2:00 p.m.

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

Committee Members Present: Director Boswell

Committee Members Absent: Committee Chair Furst, Alternate Member Faltings

Staff Present:
Mathew Fuzie, General Manager
Michelle Kleman, Human Resources Manager
Amber Maugeri, Senior Human Resources Analyst
Rene Venus Dalusong, Executive Assistant

Members of the Public Present: None.

1. **Call to Order:** Director Boswell called the meeting to order at 2:00 p.m.
2. **Public Comment:** Director Boswell opened the public comment period. There were no speakers. The public comment period was closed.
3. **Approval of the Minutes of the Personnel Committee held on December 8, 2025:** Director Boswell said he would abstain from approving the December 8, 2025 minutes because he was not a member of the Committee in 2025 and left the decision to Chair Furst.
 - **Action:** The Committee moved approval of the December 8, 2025 minutes to the March 9, 2026 meeting.
4. **2025 Personnel Committee Recap:** HR Manager Kleman gave an overview of the Committee's work, accomplishments, and items still in progress from 2025.
 - **Action:** This was informational only; no Committee action was taken.
5. **Future Agenda Items / Matters Initiated / Announcements:**
Director Boswell suggested the following:
 - a) Tri-Valley Conservancy Lease: He requested discussion at a future Board meeting.
 - b) Cost-of-Living Adjustments (COLA) and Extended Student Services (ESS): He asked about the COLA forecast and redefining ESS. Staff will add these to a future agenda.
6. **Adjournment:** The meeting was adjourned at 3:07 p.m.

Livermore Area Recreation and Park District

PERSONNEL COMMITTEE

DRAFT MINUTES

**Monday, March 9, 2026
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 James Boswell

Committee Members Absent: None.

Staff Present: Mathew Fuzie, General Manager (GM)
Michelle Kleman, Human Resources Manager (HRM)
Chelynn Watkins, Senior Human Resources Analyst (SHRA)
Rene Venus Dalusong, Executive Assistant

Members of the Public Present: None.

1. **Call to Order:** 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. The public comment period was closed.
3. **Approval of Minutes:** Personnel Committee Meeting held on February 9, 2026

Chair Furst noted the February 9, 2026 minutes list the December 8, 2025 minutes for approval at the March meeting, but the item does not appear on the agenda. He requested that staff place the December 8, 2025 minutes on the April agenda.

GM Fuzie stated he will consult Legal Counsel to confirm whether a standing committee meeting can occur without a quorum and whether the committee can take action or approve items without a quorum.

- **Action:** Staff will place the December 8, 2025 meeting minutes on the April agenda for consideration and approval.

4. **Health Reimbursement Account (HRA) Update:** The Committee received an update from SHRA Watkins on HRA comparisons, usage, and staff recommend reducing the benefit from \$750 to \$500 for full-time employee and from \$560 to \$300 for part-time employee.

- **Action:** This was a discussion only; no Committee action was taken; however, staff will review the full data and provide an update when it becomes available.

5. Cost-of-Living Adjustment (COLA) Forecast: The Committee received an update from HRM Kleman on COLAs.

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

6. Future Agenda Items / Matters Initiated / Announcements:

- a) GM Fuzie provided an update on current District litigations and upcoming budget structural changes.
- b) HRM Kleman will provide a recruitment update at a future Committee meeting.

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

/Rvd