

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Pierpont and Board of Directors

DATE: April 14, 2021

SUBJECT: Discussion on Revisions to Board Policy No. 4060 – Committees of the Board of Directors

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### **5.2 BOARD POLICY NO. 4060 – COMMITTEES OF THE BOARD OF DIRECTORS**

The Board will review a redlined version of Board Policy No. 4060 – Committees of the Board of Directors and discuss whether it wishes to make any revisions to the policy.  
(Discussion and Direction)

#### ATTACHMENTS:

- a) Redlined version of Board Policy No. 4060, showing suggested changes by Director James Boswell.
- b) Letter from Director Boswell to David Furst, Chair of the Personnel Committee, outlining the recommended changes to Board Policy No. 4060 as discussed at the Personnel Committee meeting on February 9, 2021.
- c) Minutes of the Program Committee Meeting dated February 17, 2021. Item No. 4 was a Review of the Function of the Program Committee with a general description of suggested edits to Board Policy No. 4060.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060

1. The Board may establish committees to help carry out its responsibilities.
  - a. Committees will assist the Board chiefly by conducting a more intensive and thorough analysis of items, preparing policy alternatives and developing recommendations for Board deliberation.
  - b. All matters requiring further study will be assigned to the appropriate committee for review, report and recommendation to the Board as a whole. Any determination resulting from committee review should be submitted to the Board via oral or written report.
2. Board committees are not to be created by the Board to advise staff and cannot exercise authority over staff. Further, the Board will not impede its direct delegation to the General Manager by requiring the approval of a Board committee before an executive action. The General Manager works for the Board, never for a Board committee.
3. Board committees may not speak or act for the Board, except when ~~formally given such authority for specific and time-limited purposes~~ delegated said authority. The delegated authority shall be for a specific period of time. Such authority will be carefully stated so as not to conflict with the authority delegated to the General Manager.
  - a. Upon approval from the Board of Directors, specific Board committees may be granted authority to authorize expenditures related to that committee's function.
4. Authority to create ad hoc committees shall rest with the Chair of the Board. The Board Chair shall appoint all members to ad hoc committees of the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.
  - a. Any ad hoc committee of the Board of Directors shall contain at least one Board member.

- b. Authority for creation and appointment to advisory committees formed with the intention of providing scientific or technical knowledge and expertise to staff shall rest with the General Manager.
5. The following shall be standing committees of the Board:
- a. Facilities
  - b. Finance
  - c. Intergovernmental
  - d. Personnel
  - e. Program
6. The Board Chair shall appoint and publicly announce the members of the standing committees and any ad hoc committees deemed necessary for the ensuing year at the January meeting.
7. The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated area of concerns, as specified below. Said assignments may be made by the Board Chair or, a majority vote of the Board ~~or General Manager~~.
- a. All meetings of standing committees shall conform to all ~~open meeting laws (e.g., Brown Act) that pertain to regular meetings of the Board of Directors to all legislation currently enacted pertaining to Public Special Districts in the County of Alameda and the State of California.~~
  - b. The Board's standing Facilities Committee shall be concerned with the acquisition, development, maintenance, and operation of District facilities, including review and recommendation for fee schedules, policies and regulations governing District facility use, and naming of facilities.
  - c. The Board's standing Finance Committee shall be concerned with reviewing and recommending to the Board policy items relating to the following areas: budget process; review audit; fiscal policies; financial performance review/financial reporting; financial leadership; and fiscal goals and planning.

- d. The primary function of the Board's standing Intergovernmental Committee shall be to ~~provide a forum~~ act as a conduit to share information between leaders in which the leaders of the community's local government agencies can share information on various matters of common interest and concern.
  - e. The Board's standing Personnel Committee shall be ~~concerned with~~ responsible for: hiring direct employees of the Board of Directors; recommendations for appointment of candidates to the Personnel Commission; recommendations by the Personnel Commission to the Board of Directors; personnel actions in the areas of employee programs, benefits, and wage/salary adjustments; rules, regulations and policies governing District personnel.
  - f. The functions of the Board's standing Program Committee shall be to review proposals for new programs, evaluate and monitor the status of existing programs, review fees and charges, and consider operational policies. Some of the areas of concern for the Program Committee shall be grants, volunteers, special events, public information, and recreation classes and activities.
8. In the event the District desires to hire a contracted consultant to work directly with the Board of Directors on development of a work product, facilitate meetings involving the Board of Directors, Board training, or project specifically involving Directors, the Board shall direct the Personnel Committee of the Board to join the General Manager in interviewing and selecting a consultant for consideration (as a recommendation) for the Board's approval. The process will be that the General Manager will meet with the Committee, determine desirable attributes and background of potential candidates, be responsible for soliciting potential consultants, and facilitate the selection process. By contrast, the General Manager is responsible to select consultants, without Board participation, to carry out the District's day to day business in executing the Board-authorized annual budget and projects.
- ~~9.~~ Should the Board find it necessary to create an advisory committee to develop recommendations on issues affecting District policy, the Board of Directors shall determine the number of committee members, the qualifications of committee members, the method of candidate screening, and shall ratify, by majority vote, the individuals appointed to the advisory committee.

To: David Furst  
Chairman Personnel Committee

From: James Boswell  
Vice Chair Personnel Committee

Date: February 09, 2021

Subject: Review of Personnel Committee Functions

The following are the recommended changes as discussed at the Personnel Committee meeting on 02/09/2021:

Section: **BACKGROUND:**

**Sentence #2:** Replace “concerned:with” to “responsible for”.

**POLICY TITLE: Committee of the Board of Directors #4060**

**Subsection #3:**

**Sentence #1:** Replace “formally given such authority for specific and time limited purposes” with :”.....when delegated said authority. The delegated authority shall be for a specific period of time.”

**Subsection # 7:**

**Sentence #1:** Insert “ designated **area of concern**,...”

**Sentence #2:** Delete “or General Manager.”

**Subsection #7:**

**Paragraph a.** Replace “open meeting laws (e.g. Brown Act) that pertain to regular meetings of the Board of Directors.” with “,,to all legislation currently enacted pertaining to Public Special Districts in the County of Alameda and the State of California.”.

**Paragraph d.** Replace “provide a forum” with “ be to act as a conduit to share information between leaders...”.

**Subsection #7:**

**Paragraph e.** Replace “ concerned with” with “responsible for”.

In addition to the above, further dialogue took place regarding the roles and responsibilities of various **Sub-Committee’s** defined and designated by the Board of Directors. The comments and/or suggestions regarding those roles and responsibilities were determined to best be reviewed and discussed with the overall Board of Directors,

LIVERMORE AREA RECREATION AND PARK DISTRICT

PROGRAM COMMITTEE

MINUTES

Wednesday, February 17, 2021  
3:30 PM

*NOTICE: Coronavirus COVID-19*

*In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Program 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: Jan Palajac, David Furst

LARPD Staff Present: Mathew Fuzie, Allie Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Joseph Benjamin, Linda Van Buskirk, Nancy Blair, Natalie Kaaiawahia, Robert Sanchez, Patrick Lucky, Vicki Wiedenfeld

Others Present: None

COMMITTEE CHAIR: PALAJAC

COMMITTEE MEMBER: FURST

- 1. Call to Order:** Committee Chair Palajac called the meeting to order at 3:30 p.m.
- 2. Public Comment:** There were no comments from the public.
- 3. Approval of the Minutes of the Program Committee on January 20, 2021:**  
The minutes of January 20, 2021 were approved as submitted by unanimous vote.
- 4. Review of the Function of the Program Committee:**  
Executive Assistant Linda VanBuskirk shared her screen with a view of LARPD Board Policy No. 4060 "Committees of the Board of Directors." The Committee and staff reviewed the policy as it pertains to the Program Committee, and discussed ways to clarify the function of the Program Committee.

No Committee action was taken; however Committee members suggested GM Fuzie make edits to the policy [*remove mundane detail, elevate to level of higher directional setting, review of new programs or controversial concepts; begin process of Master Fee*]

*Schedule*], then bring recommended changes back to the Program Committee for review and potential recommendation to the full Board.

**5. 2020 Program Committee Meetings in Review + Future Program Agenda Items:**

EA VanBuskirk shared her screen with a view of the Program Committee's Topics Discussed in 2020. The Committee and staff reviewed items presented to the Committee during COVID-19 and discussed potential future items for review. The focus will be on bringing programs back in a creative and improved manner, and programmatic prioritization. Many programs will continue to be COVID-driven in 2021.

No Committee action was taken.

**6. Camp Shelly Status:**

Committee Chair Palajac inquired about the current status of Camp Shelly. Community Services Manager Jill Kirk reported that Camp Shelly is subject to several jurisdictions, i.e. U.S. Forest Service, California State Parks and Eldorado County. Research indicated that at this time access to the State Parks system is as follows:

- Campground sites are reopening for existing reservation holders.
- Other state campground sites will be reopened for new reservations using a phased approach starting January 28.
- Not all campground sites are open to the public due to the pandemic, wildfire impacts and other issues.
- Group campsites remain closed.

LARPD remains in "wait and see" mode regarding individual camp sites. We will not be able to provide group camping at all this season. GM Fuzie added that the Forest Service has inquired if LARPD will rent them camp spaces for some of their seasonal employees. This will be a good source of revenue in lieu of opening up to the public.

No Committee action was taken.

**7. Ravenswood Progress League/Livermore Heritage Guild:**

Committee Chair Palajac inquired about the current status of the Ravenswood Progress League (RPL). GM Fuzie explained that several months ago the RPL president came to him asking for his assistance as they had lost their nonprofit status. Since that time, they have suggested disbanding and becoming a sub-organization of the LARPD Foundation. Community Outreach Supervisor David Weisgerber added that they have been speaking with Foundation president Steve Goodman about the possibility of rolling their volunteer work into the Foundation's volunteer program. This has not yet been finalized.

The Livermore Heritage Guild currently shares office space with the Livermore Art Association Gallery and Livermore Downtown, Inc., at the Carnegie Library Building on Third Street. Their facilities are closed during the 2020-2021 pandemic. LARPD is not currently receiving rental payments.