

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Monday, July 8, 2024

2:00 p.m.

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

Committee Members Present: Jan Palajac, David Furst

Staff Present: Linda VanBuskirk, Executive Assistant
Mat Fuzie, General Manager (GM)
Michelle Kleman, Human Resources Manager (HRM)
Patrick Lucky, Recreation Supervisor, Aquatics (RS)
Rene Venus Dalusong, Executive Assistant
Zachary Walsh, Human Resources Intern (HRI)

Members of the Public Present: None

1. **Call to Order:** Committee Chair Palajac called the meeting to order at 2:02 p.m.
2. **Public Comment:** Chair Palajac 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 Meeting held on May 13, 2024:**
The minutes of the Personnel Committee held on May 13, 2024 were approved unanimously as submitted.
4. **Leadership Academy**
A PowerPoint presentation on the goals, principles, and mission of the Leadership Academy was delivered by HRM Kleman. Here is a brief synopsis of the presentation:
 - Knowing Yourself through the DiSC Program
 - Leadership Pillars
 - The Four Styles
 - Six-month Leadership Courses facilitated by Todd Slingsby
 - Preparation for the Employee Reviews in September

Committee Comments and Questions:

- a) GM Fuzie inquired as to whether the Board Members would be interested in participating in taking part in the DiSC program after the election. *[The Committee Members expressed their interest and recommended polling the rest of the Board*

Members. They also noted that only the consultant and Board Members should share the results and outcome].

- b) Committee Member Furst asked when the program for the Leadership Academy will start. *[HRM Kleman said August and should be completed by September in time for the employee reviews].*

ACTION: This was a discussion only: no action was taken.

- *Committee Members suggested polling the rest of the Board of Directors to gauge their interest in participating in the DiSC Program after the election. Only the consultant and Board Members should be able to access the results.*

5. Intern Projects

HRI Walsh gave a PowerPoint presentation that included an overview of his background, motivation, and interest in working in the Human Resources profession, and his ongoing tasks and completed projects. Here is a brief list of his current projects:

- “Day in the Life” recruitment videos
- Assisting in publishing the updated Employee Policy Handbook
- Creating instructions on how to access and complete required trainings
- Updating Worker’s Compensation Codes EEO-4’s for each job type

Committee Comments and Questions:

- a) Committee Chair Palajac inquired as to the number of interns. *[HRM Kleman said three – Zach Walsh, Mason Newbould, and Isabella Casteneda].*
- b) GM Fuzie inquired if the Internship Program PowerPoint deck should be detailed for the presentation at the upcoming Board of Directors meeting. HRM Kleman added if the Committee Members would like to include only a few slides that discussed the Internship Program. *[Committee Members agreed to having a few slides].*

ACTION: This was a discussion only: no action was taken.

6. Future Agenda Items / Matters Initiated / Announcements

No matters were initiated, or announcements were made by the Committee Members.

HRM Kleman reminded the Committee that the next meeting’s agenda will have updates on Summer Recruitment and the Cornerstone Learning Management System.

7. Adjournment:

The meeting was adjourned at 2:57 p.m.

/Lvb/rvd