Personnel Committee Meeting

DECEMBER 9, 2024

Extra Mile Award Recipients

Rachel Karkazis – organized a youth services diaper drive to benefit Hively (local nonprofit supporting families), providing over 7,000 diapers to families across Alameda County.

John Mottashed – researched and replaced struggling plants at Ravenswood, his compassion and admiration for nature helps at all LARPD sites.

Kaleigh Garcia – supported an off-site event remotely on her day off, exhibiting professionalism and customer service.

Steve Sommers and Ken Moniz – installed an extra bench and new pickleball nets at Jack Williams Park, delighting members of our community.

ITEM 4

End of Year Compliance

- Affordable Care Act (ACA)
  - 2 casual employees qualified to receive benefits for the 2025 plan year based on our ACA look back period of 11/12/23 – 11/09/24
  - 1095-C forms due to employees by March 3, 2025 – we will try to complete by January 31
  - Electronic filing due to IRS by March 31, 2025

- Digital push for employee copies of 1095-Cs and W-2s through UKG/Kronos (our HR information system)

- 2025 Labor Posters

Current HR Technology

What's working and what is not

- Most of our technology vendors are not focused on Special Districts, especially our staffing models

- HR has been cost-conscience with our technology endeavors

- UKG/Kronos platform – do we further leverage?
  - All employees already use it to enter time timesheets, additional use if they are supervisors/managers
  - Does not require employees to have an email address to use
  - UKG has made system improvements, plus we have made improvements to processes over the past two years
  - Not utilizing all functionality that we currently have with the platform
  - Some features are still "clunky"

Current HR Technology

What's working and what is not (cont.)

- Cornerstone Learning Management System (LMS)

  - Very robust – both good and bad

  - Can build our own trainings

  - Not easy to administer for our casual employees with limited access, especially with the reactivation process

  - Does not fully sync with UKG; supervisor and manager data must be manually imported

- Clear Company (applicant tracking system)

  - Improved application process over Cal Ops

  - Does not require applicants to create an account

  - Texting feature is great

  - Does not sync with UKG; import is manual

  - Pricing structure doesn't match our usage (i.e. priced per employee, not per applicant)

ITEM 5

Information Technology (IT)/Process Improvement Considerations

- Need for a technology process improvement gameplan
  - How to reduce the barrier

- New products/software
  - Need for a review panel to assess new technology options (continue with same or new)
  - Currently, departments must be their own experts when implementing new technology
  - External IT vendors have a defined scope of services
  - Project management handled by individual departments – none of us are project managers nor in software
    - Connecting software together after implementation can take longer than if the correct people/software were brought together from the beginning
    - Implementation can often take a backseat to regular work that still needs to get done

- Communication
  - Does not always happen
    - Requests from other departments and external IT are not considered a priority in scope of service delivery
    - Makes buy-in from other departments hard because they may not always see the benefits
      - Training, testing, no business imperative to help

Where can we go from here?

- HR's goal is to put as many employee resources as possible into one easy-to-access location

- Single Sign-On (SSO) is ideal so employees do not need to enter username and password multiple times

- Many of our employees' access everything on a mobile device because they are out in the field; having mobile-friendly options is good, consolidated if possible.

- Additional UKG modules to investigate:
  - Bryte AI
  - Ready Learning – possible replacement for Cornerstone
  - Applicant Tracking (already have, but do not use) – possible replacement for Clear Company
  - People Insights
  - Advanced Scheduler – possible replacement for When to Work

- We want to minimize the admin work for our service delivery staff