

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

**TUESDAY, FEBRUARY 8, 2022
2:00 P.M.**

NOTICE: Coronavirus COVID-19

In accordance with the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), as amended by Assembly Bill 361 (2021), the Livermore Area Recreation and Park District Personnel Committee Members and staff will be participating in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may participate in the meeting by teleconference.

Committee Members Present: David Furst, James Boswell

LARPD Staff Present: Mathew Fuzie, Jeffrey Schneider, Fred Haldeman, Julie Dreher, Linda VanBuskirk, Nancy Blair, Jessie Masingale, Pamela Healy, Megan Shannon, David Weisgerber, Robert Sanchez, Patrick Lucky

Others Present: None

COMMITTEE CHAIR: FURST
COMMITTEE MEMBER: BOSWELL

1. **Call to Order:** The meeting was called to order at 2:00 p.m. by Director Furst.
2. **Public Comment:** None. Director Furst closed the public comment period.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2736-b):** Resolution 2736-b was approved unanimously.
4. **Approval of the Minutes of the Personnel Committee Meeting held on December 14, 2021:** Director Furst remarked that on page 2, under Item 6, Personnel Commission Letters of Interest, the following Action Item was not carried forward to the current Personnel Committee meeting agenda:

“Committee Members requested that at the first meeting in 2022, the new Personnel Committee conduct a review of all Personnel Commissioners and determine how their respective term ends if they are not meeting their commitment to the District...”

Director Furst indicated he would still like to have a discussion on the review of Personnel Commissioners, to include the process for doing so.

Director Furst then noted that under Item 7, Directors' Reports or Announcements, he had asked that "... a 2021 recap of Personnel Committee agenda items be placed on the first 2022 Personnel Committee meeting agenda, for new members." He elaborated that he understood why this was not on the current agenda, since the committee members from 2021 are the same for 2022 but felt the committee would still benefit from this information.

Action: The December 14, 2021, Personnel Committee meeting minutes were approved with the understanding that an item would be added to the next Personnel Committee meeting agenda, reflecting the request for a review of Personnel Commissioners and the process for conducting that review.

5. **District Notice 10: Vacation Buy Back:** Human Resources Officer (HRO) Megan Shannon shared her screen and gave a staff report on the Vacation Buy Back Program, proposed District Notice 10. She explained that historically the District has not offered this vacation "cash out" option to staff. However, staff have been working hard throughout the Covid pandemic. As a result, many were unable to take as much time off as they wished to, and many are at the cap of vacation accruals (see chart on page 4). To acknowledge the hard work and to address this issue, the proposal is (specific to 2022) employees may cash out up to 80 hours of accrued vacation, as long as 80 hours remain on the books. BSM Schneider reviewed the fiscal impact of this proposed idea, based on various assumptions. He shared that Base assumptions show the initial dollar impact estimated at approximately \$165,000. GM Fuzie added that this District Notice would be authorizing a program, but not necessarily with these specifics each year. Staff envisions this program would be authorized by the Board, allowing the employee to proceed based on Board authorization. At mid-year FY 22/23, the Board would be asked to reassess and if not approved as a budget line item, it would be zeroed out. Director Boswell asked what the impetus was for providing this benefit, asking whether there was a need to be better at allowing employees to take vacation or if this was intended to be an ancillary program. He shared his own experience with some of the positive and negative aspects of such a program. GM Fuzie explained this would be a nice benefit for employees, a nice gesture by the organization in good years and good for morale, also stressing the importance of looking out for employees. He noted that one more benefit of this program is a positive impact on recruitment and retention. The committee continued to discuss the pros and cons of authorizing such a program and whether this should go before the Finance Committee prior to the Board, or directly to the Board. Director Furst expressed that it makes sense to offer this to employees, that he is in favor of moving forward with this. Director Boswell suggested management should encourage employees to take vacation, for their well-being. GM Fuzie commented that this proposal had already been brought to the Personnel Commission and they agreed with it.

Action: Committee members agreed that staff should bring this item before the full Board.

6. **Mid-year Budget Review – 18-month Plan – Personnel Assumptions:** *(Note: Items 6 and 7 were combined for discussion purposes, however, item 7 was discussed prior to item 6)*

GM Fuzie opened the discussion by sharing that the District is planning to build back smartly.

BSM Schneider shared his screen to review the plan, saying it is based on assumptions from the budget for FY 22/23. This is the first viewing of these assumptions; it will go to Finance on 2/22, then to the Board in March. He reviewed the listed assumptions with the Committee

members, noting the key is that COLA and STEPS are back in the plan. Director Furst asked BSM Schneider to add the number of employees in each category for next presentation (specifically, for workers comp, add a column to show number of employees). GM Fuzie added that we are looking very solid for our revenue numbers, giving the example that Open Space surpassed their numbers as of January. In general, we are doing better than plan.

Action: This (item 6) will go to the next Finance Committee meeting, then to the Board for the Budget Workshop.

7. **Discussion of the Organization Chart:** *(Note: Items 6 and 7 were combined for discussion purposes; however, item 7 was discussed prior to item 6)*

GM Fuzie shared his screen and reviewed the organization charts from both 6/22/18 and the present. He discussed various changes to the organizational structure since that date, noting that we have flattened the organization where it needed to be and improved service delivery. Overall, staff are improving communication and streamlining processes. He noted the only concern expressed over the recent organizational changes is the increased workload on Community Services Manager Kirk. We may increase the level of responsibility of supervisors, but savings will be pushed down to the service delivery level.

Action: This was a discussion only and no Committee action was taken, however, a copy of the current organizational chart will be sent to Personnel Committee members.

8. **2022 Personnel Committee Goals:** Director Furst commented that he requested to have this topic added as an agenda item for discussion. He asked staff if they wanted to set any goals, or deal with issues as they arise. GM Fuzie asked HRO Shannon to give some background and share planned priorities.

HRO Shannon explained that over the past several years, HR staff have been in reactive mode because of Covid, to adapt to various ongoing needs. The hope this year is to resume normalcy. Staff are looking to dive into re-evaluating Rules and Regulations, as the current version does not reflect many of the updated District Notices. The intention is to get everything in one employee handbook. Also, as we are rebuilding this year, they hope to increase recruitment and retention and to create a wellness program for employees to get staff back together and improve morale.

GM Fuzie added that we are working on an employee training and development program. This will include assigning trainings to certain classifications, such as supervisory positions and bringing on FT positions with the benefit package, which will enable us to add more programs. He emphasized that the future of the District needs to come from the service delivery level and up.

Director Boswell observed the organization is transitioning from the unique position it was in a few years ago, to where it is today. He added that HR, Finance and Operations can dictate success or failure in an organization. For this reason, we want personnel policies and procedures set in place, so employees have a reference guide for such questions as: How does the vacation process work? How does the salary structure work? What is the career progression plan for each position? He concluded by adding his thoughts on opportunities and benefits of training, and on holding all- staff meetings to increase employee buy-in.

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

9. **Directors' Reports or Announcements:** GM Fuzie announced that today a press release went out about upcoming changes to ESS. Changes will take place this fall in the Livermore Valley Joint Unified School District (LVJUSD). The School district brought in a business that is going to provide childcare at sites that were formerly ESS sites. We have given up some of our ESS sites so the school district can provide a more flexible offering to those who may need it. Our staff will be retained and working at other sites. Although we are early in this process, word has gotten out, so a press release went out today. Our employees are in a good place with regards to this change. CSM Kirk added that it includes 5 ESS sites and one middle school site. This will give us opportunities to increase programming at some sites.

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

10. **Adjournment:** The meeting was adjourned at 3:17 p.m. .

/ph