

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

**TUESDAY, MARCH 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, Jill Kirk, Jeffrey Schneider, Linda VanBuskirk, Jessie Masingale, Pamela Healy, Megan Shannon, Robert Sanchez, David Weisgerber,

**Others Present:** None

1. **Call to Order:** The meeting was called to order at 2:01 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 2738-b):**  
Resolution 2738-b was approved unanimously.
4. **Approval of the Minutes of the Personnel Committee Meeting held on February 8, 2022:**  
**Action:**  
The February 8, 2022, Personnel Committee meeting minutes were approved unanimously, as written.
5. **Personnel Commission Review Process:**  
Director Boswell opened the discussion with a request to outline the interview process, information flow and avenues for access to information between the Personnel Commission and Personnel Committee. The Personnel Commission meets quarterly; it was suggested that at least one member of the Personnel Committee attend at least one Personnel Commission meeting annually. General Manager (GM) Fuzie commented that we have an existing process for grievances, including legal review. There is also a process if an employee chooses to appeal an action to the Commission; however, it has not been tested in recent times because the nature of the actions taken have been incontestable.

**Action:** Staff were requested to schedule a meeting with Committee members to review the Commission evaluation process within the next 2 weeks.

**6. Seasonal Hiring Plan:**

Human Resources Officer Megan Shannon shared a presentation on the Seasonal Hiring Plan (supplemental report, attached to these minutes). The presentation covered: how the District plans for seasonal hiring, a recruitment plan, advertising options for job openings and a list of job openings. Summer staff is expected to include many rehires; we are also planning for approximately 40 new hires. Currently, our estimated total employee headcount is 191. This is expected to increase to approximately 288 by July 2022. These numbers are based on budget assumptions submitted by each division, on total work hours. The seasonal recruitment timeline runs from February to early June and includes the following: job posting, interviews, pre-employment process, onboarding process and employee start date. Director Boswell asked if the summer staffing plan for the café still includes using High Schoolers/ROP students. Business Services Manager Schneider responded that we have a placeholder for this, however, implementation will require further planning in conjunction with the school district. He added that the seasonal hiring plan will also be included in the packet for tomorrow's budget meeting.

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

**7. Foundation Fundraiser:**

Community Outreach Supervisor David Weisgerber shared that the LARPD Foundation will be hosting Wine Down in the Grove on May 21<sup>st</sup> at Sycamore Grove. Planned activities include wine tasting, food vendors and ranger activities. More information will be shared by the LARPD Foundation at an upcoming LARPD Board of Directors meeting. Fundraising plans for this event include proceeds from tickets sold and sponsors for a silent auction. The Committee then discussed sales of LARPD parking passes from Sycamore Grove. Proceeds go to the general fund. The District cannot give the Foundation money directly because they are non-profit organization but can support them and direct money their way via fundraising.

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

**8. Directors' Reports or Announcements:**

Director Boswell:

- GM Goals and Objectives will be reviewed in closed session tomorrow at the Board of Directors meeting. The draft document, created by the Ad-Hoc Committee (consisting of Director Boswell and Director Palajac) was sent to District counsel for legal review. It will also be sent to the full Board for review, prior to the meeting.
- On the next Personnel Committee agenda, he would like to discuss salary administration, if Director Furst is amenable to adding the topic to the agenda.

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

**9. Adjournment:** The meeting was adjourned at 2:39 p.m. .

/ph

---



# Seasonal Hiring Plan



SUMMER 2022!

# Recruitment has Begun!

## Job Openings

Close 	Job Title 
04/15/2022	Recreation Leader II- Summer Nature Camp Counselor (20218717)
07/01/2022	Facility Attendant (20217203)
Until Filled	Lifeguard I/II (20216897)
Until Filled	Recreation Leader I/II- Sports (20216873)
Until Filled	Office Assistant (20215072)
04/30/2022	Recreation Leader I- Aquatics Office (20215058)
03/31/2022	Teacher- Preschool (20206812)
03/31/2022	Teacher Assistant - Preschool (Program Leader) (20206786)
Until Filled	Associate Teacher (20205836)
Until Filled	Teacher Assistant- School-Age (Program Leader) (20205834)
	ITEM NO 4
Until Filled	Aquatics Lead (20097076)



# Advertisements

## Job Boards

- CalOpps
- CPRS
- CSDA
- Indeed
- Tri Valley Jobs
- Handshake
- Livermore Chamber

## Outreach

- High School Job Fairs
- LARPD Social Media
- Marketing Materials
- LARPD Newsletter

---

# Summer Staff

## Rehires (Inactive to Active)

- We are lucky to have many of our seasonal staff return year after year.

## New Hires

- Around 40

# Estimated Employee Headcount: March vs. July

Department / Unit	Mar-22	Jul-22
<u>Administration</u>		
1 Administration	14	14
17 Marketing	0	0
18 Technology and Communications	0	0
20 Customer and Business Services	4	9
57 Café	0	6
60 CIP Administration	0	0
Sub-total, Administration	18	29
<u>Recreation</u>		
2 Recreation Classes	0	0
3 Adult Sports and Fitness	1	0
25 Facility Use and Rentals	14	14
26 Youth Sports and Fitness	4	16
27 Field and Gym Rentals	6	6
31 Recreation Administration	4	6
42 Building Operations	13	13
54 Aquatics	10	75
Sub-total, Recreation	52	130
<u>Parks &amp; Facilities</u>		
5 Building Maintenance	9	9
7 Park Operations	26	26
Sub-total, Parks & Facilities	35	35
<u>Community Services</u>		
6 Camp Shelly	0	2
9 ESS	53	56
10 Senior Services	2	4
11 Preschool	10	5
16 Open Space	10	21
32 Community Outreach	5	6
40 Believes	6	0
41 PAL	0	0
Sub-total, Community Services	86	94
District Total	191	288

\*Number of employees is based on budget assumptions submitted by each division based on total HOURS. Assuming the following:

80/pp for FT  
56-64/pp for PTB  
40/pp for PT

Jobs Posted on  
Calopps

Pre-Employment  
Process Begins

Employees Begin  
Working



Supervisors review  
applications and  
conduct interviews

Onboarding Process



---

# Next Steps

Summer programs go great...

The summer season is over in the blink of an eye...

We repeat the same steps next year...



# The End