

Livermore Area Recreation and Park District

Staff Report

TO: Chair Pierpont and Board of Directors

FROM: Mat Fuzie, General Manager

PREPARED BY: Mat Fuzie, General Manager

DATE: May 12, 2021

SUBJECT: Role of the Personnel Commission, Filling of Vacancies

COMMITTEES: Personnel Committee on April 13 and 20, 2021

Recommendation:

The Board of Directors for the Livermore Area Recreation and Park District should discuss the Personnel Commission at a full board meeting. The Board should answer the following questions:

What is the desired role of the Personnel Commission as it relates to the duties of the Board of Directors and as an advisory commission to the District?

How many members should be appointed to the Personnel Commission to sustain a viable advisory quorum?

What are the weighting criteria to be used by the Personnel Committee to determine a recommendation of suitable candidates to fill vacancies on the Personnel Commission?

How would the Board of Directors like to memorialize these decisions for future determination and discussion?

Background:

The Personnel Commission was created by the Livermore Area Recreation and Park District at a time when the District was very different in make up and function. The District has grown and added more personnel functions since inception of the Commission. Laws and statutes have evolved, and it is time for a re-defining of the Commission and its role. The Commission consists of five (5) volunteer members from the community who have typically had a background in Human Resources. The commissioners serve 4-year terms staggered. The Commission has served at the will of and appointed by the Board of Directors. The Commission serves in an advisory capacity on Human Resources issues and serves as an appeals board for employee disciplinary matters for which it makes recommendations to the full Board of Directors.

There are currently two (2) vacancies created by terms ending, with five (5) interested parties to fill those vacancies including two (2) incumbents.

Staff Recommendation:

Staff recommends the continuation of the Personnel Commission with 5-7 appointed members to maintain a viable quorum. The Personnel Commission should be appointed with a focus on Human Resources experience. An understanding of government, and more specifically parks and recreation, are desirable.

The role of the Personnel Commission should be primarily to be prepared to be a hearing board for employee disciplinary matters with the purpose of hearing evidentiary arguments and making a recommendation to the Board of Directors on the matter.

The Personnel Commission will be directed by the Board of Directors to serve in an advisory role for Human Resources matters to the General Manager and designees to provide peer review and advice.

Staff also recommends capturing this direction in a District Notice to Supersede previous policy notices that are outdated and unnecessary.