

**LIVERMORE AREA RECREATION AND PARK DISTRICT**

**PERSONNEL COMMITTEE**

**MINUTES**

**Tuesday, November 14, 2023**

**3:00 p.m.**

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

**Committee Members Present:** James Boswell, Jan Palajac

**Staff Present:** Jill Kirk, Michelle Kleman, Julie Dreher, Pamela Healy, Kendahl Hettick (via phone)

**Members of the Public Present:** None

1. **CALL TO ORDER:** Committee Chair Boswell called the meeting to order at 3:01 p.m.
2. **PUBLIC COMMENT:** Chair Boswell opened the Public Comment period. As no members of the public were present, there were no public comments. Chair Boswell closed the Public Comment period.
3. **APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON OCTOBER 10, 2023:** The minutes of the Personnel Committee held on October 10, 2023 were approved unanimously as submitted.
4. **HIRING UPDATE – END OF YEAR:** (\*NOTE: Items 4, 5 and 7 were combined for discussion purposes.)  
Human Resources Manager (HRM) Michelle Kleman gave a presentation to the Personnel Committee. The presentation covered items 4, 5 and 7. A copy of the presentation is attached to these minutes. For this item, HRM Kleman provided a hiring snapshot for the period of January through November 2023.  
  
**Action:** This was a discussion only; no action was taken.
5. **APPLICATION DEMOS:** (\*NOTE: Items 4, 5 and 7 were combined for discussion purposes.)  
Human Resources Manager (HRM) Michelle Kleman reviewed the following applications being implemented for the HR team:

- **CLEAR – Competency – Tool Overview**  
CLEAR is a candidate onboarding tool. Candidates receive all their information in one place. This program enables supervisors and managers to track an applicant's progress within the pre-employment workflow. The program contains built in

competency models, which will be the foundation for performance management for LARPD.

- **Cornerstone – Orientation**

This program creates training pathways by position, assigns training to employees and tracks completion. This will serve as the repository for all training records.

**Committee Questions and Comments:**

- Is there anything this Committee can do to help further the implementation of these applications? *HRM Kleman indicated there is nothing at this time.*

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

**6. ALL HANDS MEETING – HALLOWEEN EDITION:** (This item was discussed after item 7)

- **Presentation**

- **Intranet Pictures**

A copy of the presentation from the October 27<sup>th</sup> All-Hands Meeting was provided to the Committee Members and is attached to these minutes.

Meeting topics included:

- An update from General Manager (GM) Fuzie on our Municipal Services Review (MSR) and challenges facing the District
- A review of Placer AI from Community Services Manager (CSM) David Weisgerber
- An Open Enrollment reminder
- An announcement of new employees and new roles
- An icebreaker and costume contest

HRM Kleman also shared that the staff holiday party in December will be held at the Pole Barn.

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

**7. POLICY UPDATE: WHERE WE ARE AND NEXT STEPS:**

- **Reasonable Suspicion**
- **Substance Abuse**
- **Performance Management**
- **Discipline**

(\*NOTE: Items 4, 5 and 7 were combined for discussion purposes. Item 7 was discussed prior to item 6)

HRM Kleman shared that she has been working with CAPRI to update these and other policies. These four policies were reviewed as a priority and are the first to be updated. GM Fuzie has also reviewed them. HR plans to bring these to the Safety Committee for further vetting. Committee members asked to review the updated policy drafts when completed.

➤ **Action:** Committee members asked to review the updated policy drafts when completed.

**8. DIRECTORS' AND/OR GENERAL MANAGER'S REPORTS OR ANNOUNCEMENTS:**

There were no reports or announcements from the Directors or the General Manager.

**9. ADJOURNMENT:** The meeting was adjourned at 4:02 p.m.

/ph

LARPD  
Personnel  
Committee  
November  
2023



# Agenda

Hiring Update – end of year

Application Demos:

- CLEAR - Competency - Tool Overview
- Cornerstone - Orientation

All Hands Halloween Edition

- Presentation
- Intranet – (pictures)

Policy Update: where we are and next steps:

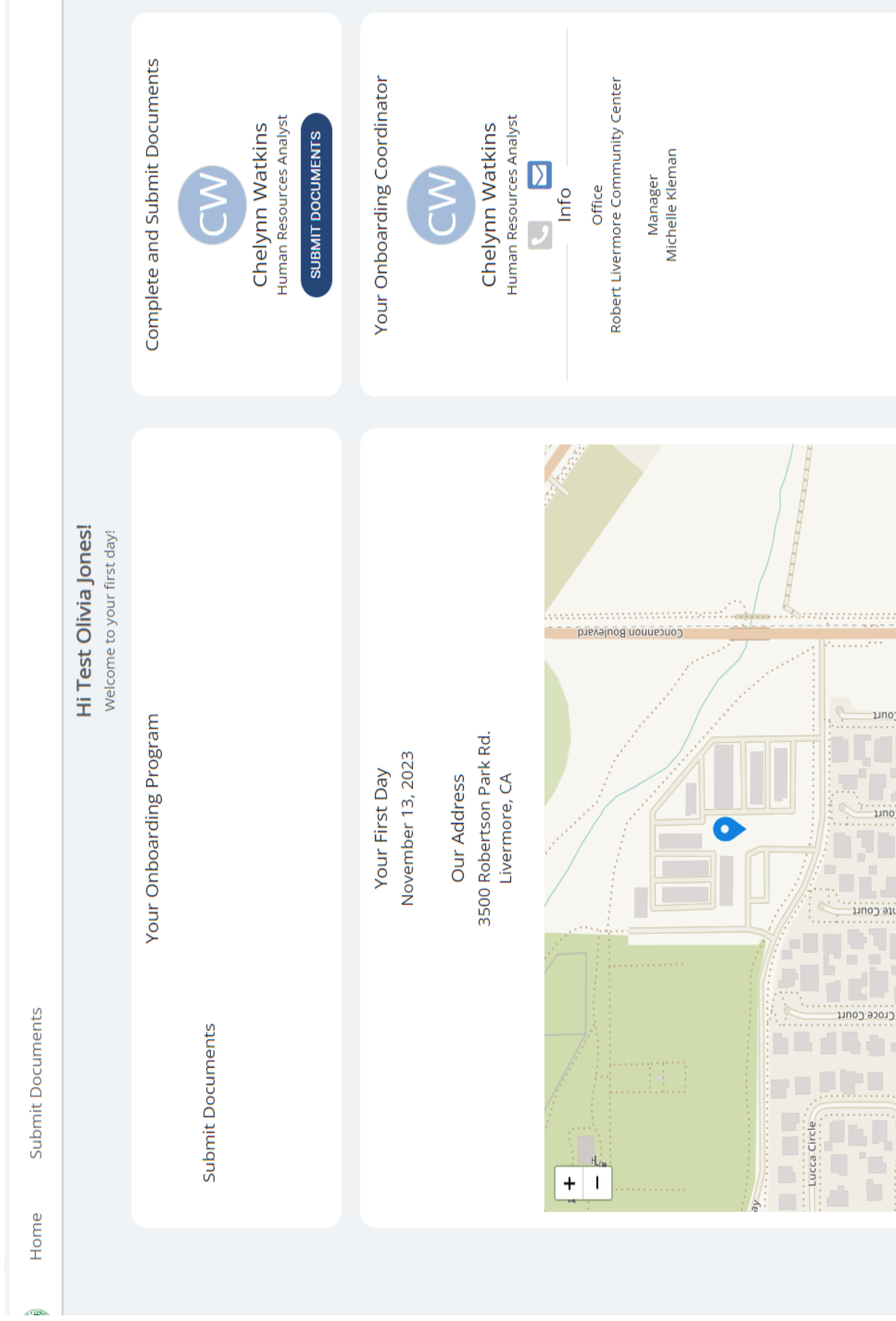
- Reasonable Suspicion
- Substance Abuse
- Performance Management
- Discipline

# Hiring Snap-Shot (Jan. – Nov. 1, 2023)

Park Maintenance Technician I	10
Lifeguard I	26
Lifeguard II	6
Coordinator II	1
Financial Analyst	1
Natural Resources Technician	1
Office Assistant	2
Program Leader	19
Recreation Leader I	18
Recreation Leader II	7
Recreation Leader III	1
Senior Office Assistant	1
Senior Program Leader	1
Teacher	2
	96

# CLEAR

- CLEAR is used from application to onboard.
- Candidates receive all info in one place.
- It is a user-friendly application.
- Nice look and branded.



- CLEAR can track hiring metrics.
- Easy interface for supervisors doing the hiring.
- Enables supervisors and managers to track an applicant's progress within the pre-employment workflow.
- Allows quick sharing of resumes with other hiring managers.

**Team**

New Hires **Openings**

Active Inactive

Your Active job openings include those with a status of Incomplete, Open, Pending, and Requested.

Time to hire someone?  
Pick a path below:

- Replace Someone or Fill Existing Vacancy
- Hire for Existing Role
- Hire for a New Role

[Skip this, just take me to the form](#)

**Accountant**  
Altamont Creek  
1 New Applicants

1	57	3
OPENING	DAYS OPEN	CANDIDATES
1	1	0
INTERVIEWS	OFFER	HIRED

**Aquatics Lead**  
Robert Livermore Aquatics Center  
0 New Applicants

1	85	0
OPENING	DAYS OPEN	CANDIDATES
0	0	0
INTERVIEWS	OFFERS	HIRED

**Field Supervisor**  
Maintenance Service Center  
1 New Applicants

2	63	1
OPENINGS	DAYS OPEN	CANDIDATE
0	0	0
INTERVIEWS	OFFERS	HIRED

**Lifeguard I**  
Robert Livermore Aquatics Center  
0 New Applicants

1	63	0
OPENING	DAYS OPEN	CANDIDATES
0	0	0
INTERVIEWS	OFFERS	HIRED

**Park Maintenance Technician I**  
Maintenance Service Center  
0 New Applicants

1	63	0
OPENING	DAYS OPEN	CANDIDATES
0	0	0
INTERVIEWS	OFFERS	HIRED



- Ability to build competency models in the system.
- These tie to interviews and assessments.
- Foundation for performance management at LARPD.

EDIT

## Human Resources Manager

Departments: **1** 01-Administration

Offices: **1** Robert Livermore Community Center

**1** person in this role

People **Competencies** Goals Recruiting Tools

**i** The entries below define the competencies that all employees in this role should have. These will be used in certain types of performance reviews and succession planning. They can also be used when recruiting for this role.

Add/Edit

### Human Resources Management

Level 5

Expert: Demonstrates expert knowledge and ability, and can apply the competency in the most complex situations. Develops new approaches, methods or policies in the area. Is recognized as an expert, internally and/or externally.

- Plans for future human resource requirements based on the long-term vision and strategic direction.
- Identifies new ways in which HRM can support the achievement of long-term organizational objectives.
- Leads initiative to develop new or enhanced HRM initiatives/policies (e.g., enhanced recruitment strategies; enhanced succession planning).

### Managing People

Level 5

Determines and formulates policies and strategies to manage people.

- Institutes organization-wide mechanisms and processes to promote and support people management.
- Communicates clear and consistent messages to reinforce priorities for people management.
- Sets overall direction for how employees are to be managed in order to achieve the vision, values and goals of the organization.

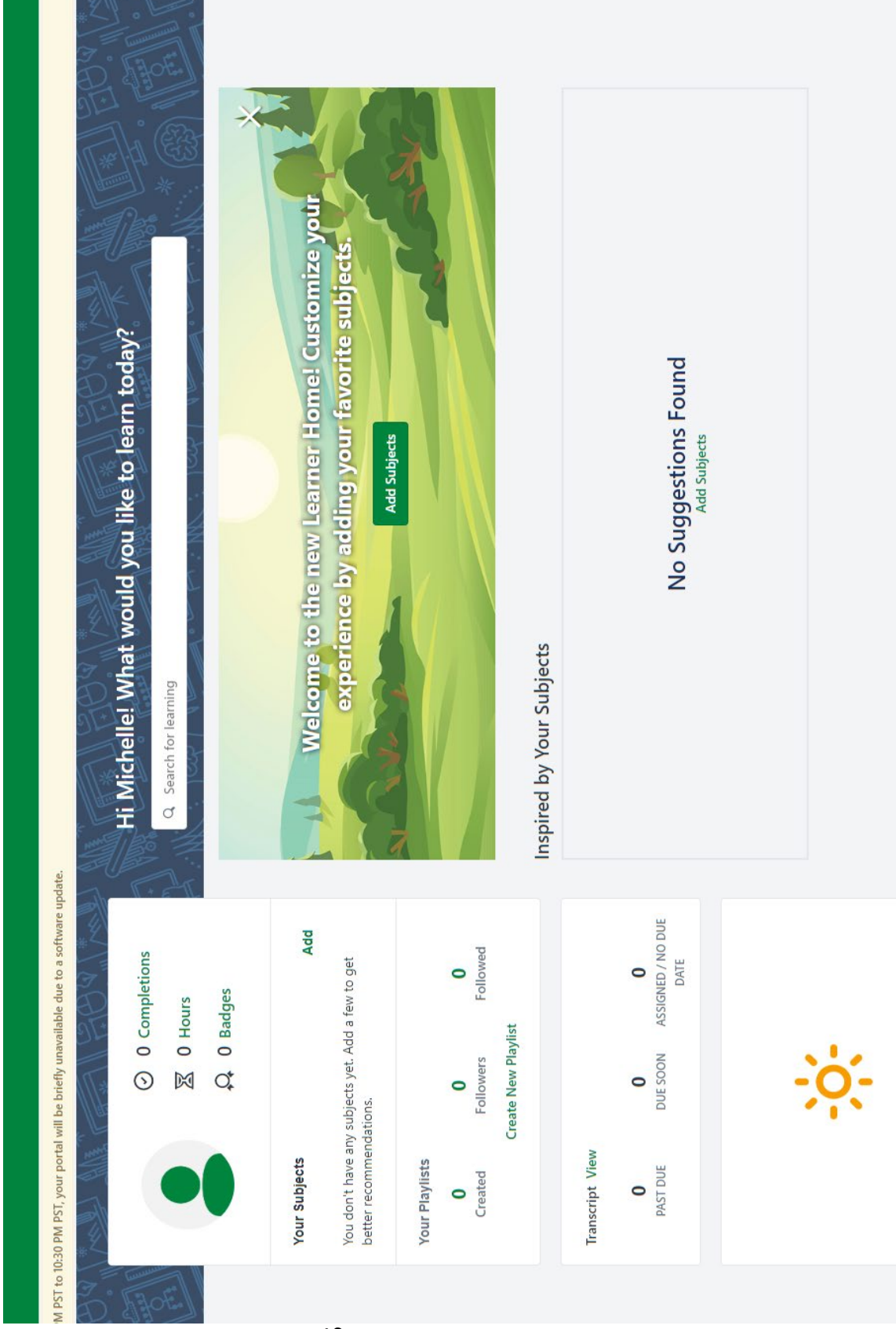
### Team Leadership

Level 5

Incentives team members

# Cornerstone

- Create training pathways by position.
- Assign training to employees and tracks the completion.
- Repository for all training records.



# Policy Update

- Reasonable Suspicion
- Substance Abuse
- Discipline
- Performance Management



LIVERMORE AREA RECREATION AND PARK DISTRICT

# All Hands Meeting



LIVERMORE AREA RECREATION AND PARK DISTRICT  
**ALL HANDS MEETING**

# AGENDA



- 01 — Icebreaker - Four Corners
- 02 — GM Update
- 03 — Values - Collaboration
- 04 — Our Impact
- 05 — Open Enrollment
- 06 — New Faces & Promotions
- 07 — Save The Date Holiday Party
- 08 — Costume Contest

LIVERMORE AREA RECREATION  
AND PARK DISTRICT  
**ALL HANDS MEETING**

# ICEBREAKER

## Four Corners



**GO TO THE CORNER THAT BEST  
REPRESENTS YOUR PREFERENCE.**



**DISCUSS WITH A PARTNER WHY YOU  
CHOSE THIS PREFERENCE.**

**ICEBREAKER**  
**Four Corners**



**HERSEY'S**  
**CHOCOLATE**



**STARBURSTS**

**WHICH CANDY WOULD**  
**YOU CHOOSE?**

**SKITTLES**



**REECE'S PEANUT**  
**BUTTER CUPS**





**NIGHTMARE  
ON ELM ST.**

**ICEBREAKER  
Four Corners**



**HOCUS  
POCUS**

# WHICH MOVIE WOULD YOU CHOOSE?



**ADDAMS  
FAMILY**



**HALLOWEEN**



**ICEBREAKER**  
**Four Corners**



**PIRATE**

**IN A PINCH, WHAT'S  
YOUR GO-TO  
COSTUME?**

**COWBOY**



**GHOST**



**WITCH**



LIVERMORE AREA RECREATION AND PARK DISTRICT  
**ALL HANDS MEETING**

# General Manager Update



**MUNICIPAL SERVICES  
REVIEW (MSR)**



**WHAT'S GOING WELL**



**CHALLENGES FACING THE  
DISTRICT**



**Q & A**

# LARPPD Values

## Collaboration

▶ **SPACE FOR DIFFERENT PERSPECTIVES**

▶ **SUPPORTS INEVITABLE JOB EVOLUTION**

▶ **IMPROVES JOB SATISFACTION**

▶ **FACILITATES LEARNING**

▶ **PROMOTES PROBLEM-SOLVING AND OPENNESS**

▶ **HELPS TEAM UNDERSTAND EACH OTHERS GOALS**



# COLLABORATION

## Expanded Learning Opportunities Program (ELOP)

P A R T N E R S H I P W I T H L V J U S D



**YOUTH  
SERVICES**



**OPEN  
SPACE**



**AQUATICS**



**RECREATION**



**CONTRACT  
CLASSES**



# LARPPD IMPACT



HOW MANY TOTAL  
VISITS ACROSS LARPPD  
PARKS AND FACILITIES?



**1.8.5 MINION**

# Open Enrollment

**ANNUAL OPPORTUNITY TO  
CHANGE YOUR BENEFITS**

**NOVEMBER 27 - DECEMBER 8**

**ONLY EXCEPTIONS TO CHANGE  
OUTSIDE THIS WINDOW ARE LIFE  
CHANGES**

**LARPD WILL CONTINUE TO COVER  
75% OF KAISER FAMILY PLAN**

**REVIEW YOUR OPTIONS**

- **UHC ADVANTAGE PLAN**
- **INVESTIGATE PROVIDERS AT  
[WWW.UHC.COM](http://WWW.UHC.COM)**
- **MEDICAL FSA PLAN**

# **Open Enrollment Notes**



# BENEFIT RATE SHEET



## 2024 Benefit Rate Sheet

Medical & Dental Plan Year: February 1, 2024 - January 31, 2025  
 All Other Benefit Plans: January 1, 2024 - December 31, 2024

	Monthly Premium	Monthly Pay Period
<b>Medical Plans</b>		
<b>Employer Contribution Maximum</b>	\$2094.45	\$966.67
<b>Kaiser HMO</b>		
EE Only	\$986.78	\$0.00
EE + 1 Dep	\$1,973.56	\$0.00
EE + Family	\$2,792.60	\$322.22
<b>UHC Signature Value HMO</b>		
EE Only	\$1,464.90	\$0.00
EE + 1 Dep	\$2,929.64	\$385.47
EE + Family	\$4,145.40	\$946.59
<b>UHC Signature Value Advantage HMO</b>		
EE Only	\$957.68	\$0.00
EE + 1 Dep	\$1,915.18	\$0.00
EE + Family	\$2,709.92	\$284.06
<b>Dental Plans</b>		
<b>Employer Contribution Maximum</b>	\$100	\$46.15
<b>Delta Dental PPO</b>		
EE Only	\$42.76	\$0.00
EE + 1 Dep	\$81.11	\$0.00
EE + Family	\$123.88	\$11.02
<b>DeltaCare USA (DHMO)</b>		
EE Only	\$28.86	\$0.00
EE + 1 Dep	\$48.78	\$0.00
EE + Family	\$74.76	\$0.00

### Employer Provided

<b>Vision &amp; Hearing</b>		
Health Reimbursement Account		District self-funded vision and hearing reimbursement plan, managed by Navia Benefit Solutions (Navia).
Full-time	\$750.00	
Part-time	\$560.00	

### Employer Paid

<b>New York Life</b>		
	Option 1: 1.5x annual salary up to \$200,000	
	Option 2: \$50,000	
Basic Life	\$0.248 per \$1,000	
AD&D	\$0.022 per \$1,000	

# Total

# Compensation

LIVERMORE AREA RECREATION AND PARK DISTRICT  
**ALL HANDS MEETING**

**BENEFITS = 30% OF TOTAL COMP**

**NO OTHER CHANGES TO PLAN  
COSTS OR DESIGNS FOR 2024**

## HOW TO ACCESS OPEN ENROLLMENT

### NAVIGATION:

1. LOG INTO KRONOS/UKG
2. MY INFO  MY BENEFITS  ENROLLMENT
3. SELECT START WITHIN OPEN ENROLLMENT WIDGET

# **Pet Best:**

# **Pet Insurance**

**FLEXIBLE PET INSURANCE COVERAGE**

**24/7 PET HOTLINE SUPPORT**

**CUSTOMIZABLE PLANS FOR CATS AND DOGS**

**TREATMENT FROM ANY LICENSED VET IN US**



LIVERMORE AREA RECREATION AND PARK DISTRICT  
**ALL HANDS MEETING**

**[WWW.PETSBEST.COM/LARPDSETS](http://WWW.PETSBEST.COM/LARPDSETS)**

**1-888-984-8700 (CODE: LARPDSETS)**

# New Faces

LIVERMORE AREA RECREATION AND PARK DISTRICT  
**ALL HANDS MEETING**



**Ethan**



**Katherine**



**Jenna**



**Jaqueline**



**Mary**



**Bailey**

# New Faces

LIVERMORE AREA RECREATION AND PARK DISTRICT  
**ALL HANDS MEETING**



**Adan**



**Harrison**



**Edith**



**Eleanor**



**Nicole**



**Sidney**

# Promotions

LIVERMORE AREA RECREATION AND PARK DISTRICT  
**ALL HANDS MEETING**



**Scott**



**Daniel**



# Save The Date

## Staff Holiday Party

### Friday, December 15

### Pole Barn

# COSTUME CONTEST

