

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### MINUTES

Tuesday, June 13, 2023

3:00 PM

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

**LARPD Staff Present:** Mat Fuzie, Jeffrey Schneider, Jill Kirk, Linda VanBuskirk, Michelle Kleman, Pamela Healy, Chelynn Watkins

**Members of the Public Present:** None

- 1. Call to Order:** Committee Chair Boswell called the meeting to order at 3:02 p.m. All committee members were present.
- 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 Meeting held on April 11, 2023:**  
**Action:** The minutes of the Personnel Committee held on April 11, 2023, were approved unanimously as written.
- 4. Benefit Changes: 457 and EAP:** Human Resources Officer (HRO) Michelle Kleman introduced Human Resources Analyst (HRA) Chelynn Watkins, who gave a presentation (attached to minutes) on the following information:

EAP: MHN was our previous EAP benefit provider, but they are getting out of the market, so we needed to change to a new provider. Benefits are a huge part of our total compensation package, so we want to be sure that our staff are aware of them and utilize them when needed.

HRA Watkins reviewed the list of EAP benefit bids. We decided to go with Concern. Their benefits are more robust and include things such as family counseling, childcare referrals, elder care referrals, legal assistance, and financial assistance. We have increased the benefits for staff from 6 to 8 sessions. This will be rolled out to employees on June 15, 2023.

#### **Committee Comments and Questions:**

- In the EAP presentation, what was meant by 4 hours of training? *There are a variety of topics for staff training that HR can avail themselves of free of charge.*
- How can we track what is being used? *The provider gives utilization reports (no names given, just statistics).*
- Does this include Board members or only employees? *HRO Kleman will research and confirm. She noted that non-benefitted employees are also able to utilize EAP in a crisis.*

#### 457b Plan Review:

HRA Watkins reviewed a snapshot of assets, average account balance, participant information and plan features. There are plans to introduce targeted funds, which should help employees better manage their investments. She also reviewed upcoming changes to the Empower 457 Plan, that take

effect in September 2023. The 457b benefit will be extended to all Casual employees in the future, without a 4% match.

**Committee Comments and Questions:**

- Why are we continuing to use Empower? Transferring to a different provider is a significant fiduciary responsibility and an enormous undertaking that staff are not prepared to do at this time. Additionally, making these changes and adding the targeted funds greatly improve the offerings.
- HR will create a pre-employment video of what documents to turn in and when.

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

- 5. Summer Staffing:** Human Resources (HR) recently re-activated 45 Casual employees and hired an additional 100 Casual employees. HR staff is interested in acquiring an applicant tracking portal; staff are exploring options and planning for a fall implementation.

**Committee Comments and Questions:**

The Committee acknowledged the work done by HR staff and expressed their thanks.

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

- 6. Recognition of the Personnel Commission at the 6/28 Board Meeting:**

The LARPD Personnel Commission was dissolved by a Motion of the Board of Directors at the April 26, 2023 Board meeting. Personnel Committee members discussed the plan for recognizing the Personnel Commission members for their service to the District at the June 28<sup>th</sup> Board meeting.

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

- 7. Directors' and/or General Manager's Reports or Announcements:**

- GM Fuzie shared the following:
  - He will be out of the country from July 1- 15.
  - We have been notified by our legal counsel that ACERA's legal counsel is intending to provide the retirement board with policy language.

- 8. Adjournment:** The meeting was adjourned at 4:02 p.m.

/ph



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Personnel  
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June 2023

# HR has been busy, shoring up and improving

- Summer staffing
- Total comp review
- Benefit changes
  - EAP
  - 457

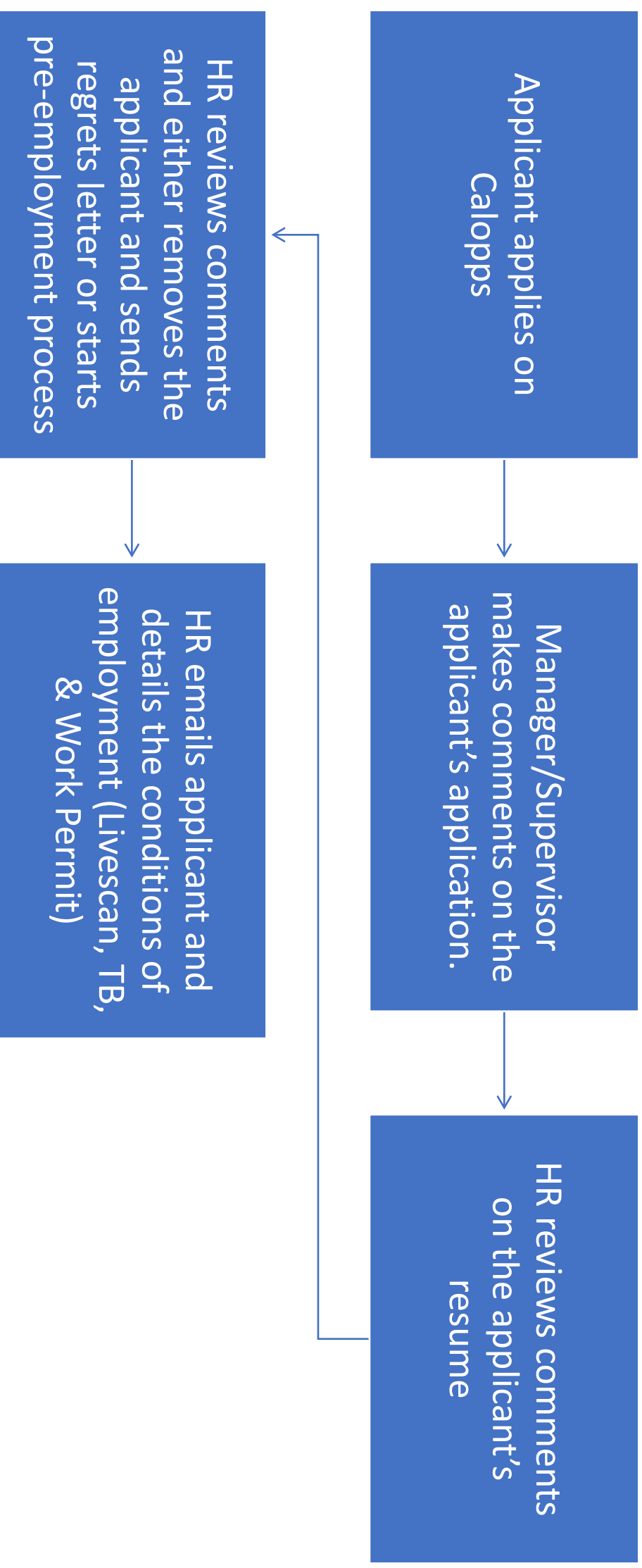
# Summer staffing by the numbers

- Re-activated approximately 45 casual employees
- Hired approximately 100 casual employees

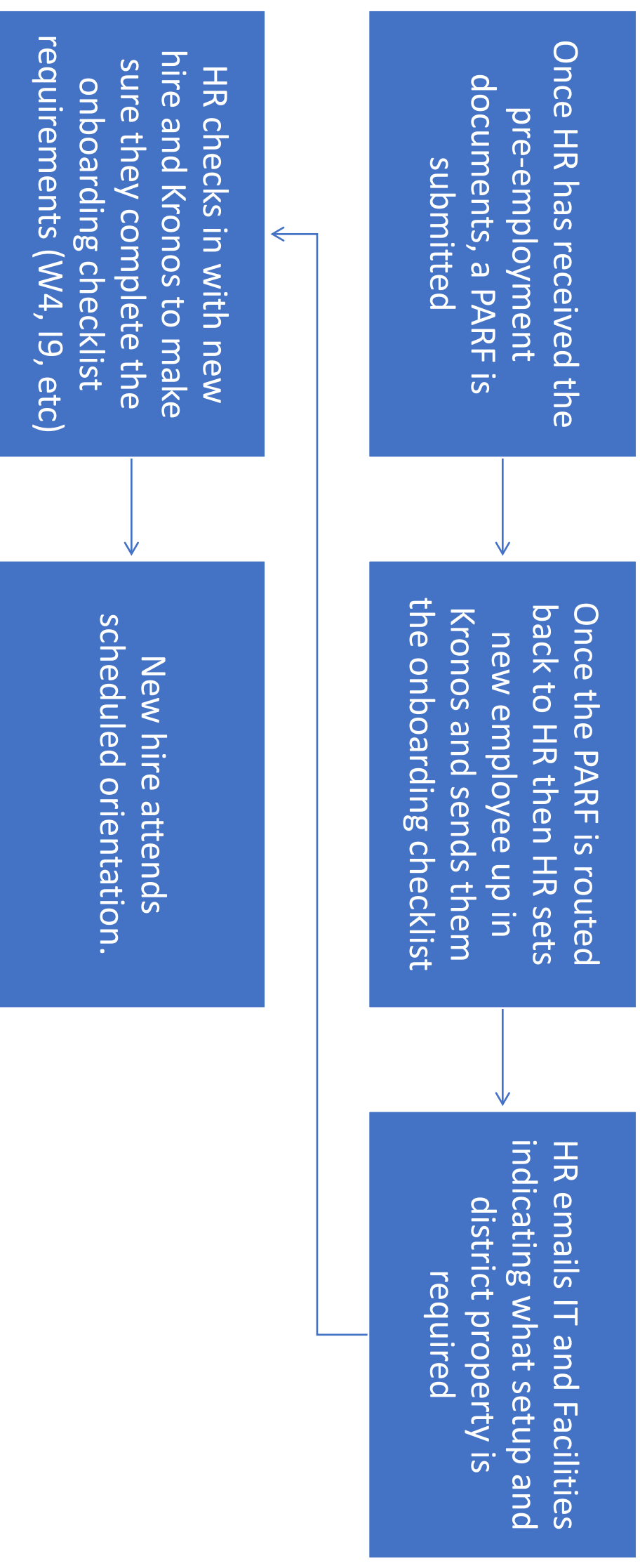
## Projected numbers (based on expected work hours)

	May-23	Jun-23
District		
Totals	211	286
Casual	99	170
Part Time		
Benefited	25	26
Regular	49	52
Pensioned	38	38

# Workflow for New Hires



# Workflow for New Hires



# Summer staffing takeaways

Summer Casual employees generally require

- Work permit
- TB
- DOJ

(in addition to offer acceptance, i-9, compliance training)

Early career hires do not understand the process.

Each hire is approximately 15 touches or entries in systems.

Scheduling and tracking challenges



# Summer staffing takeaways

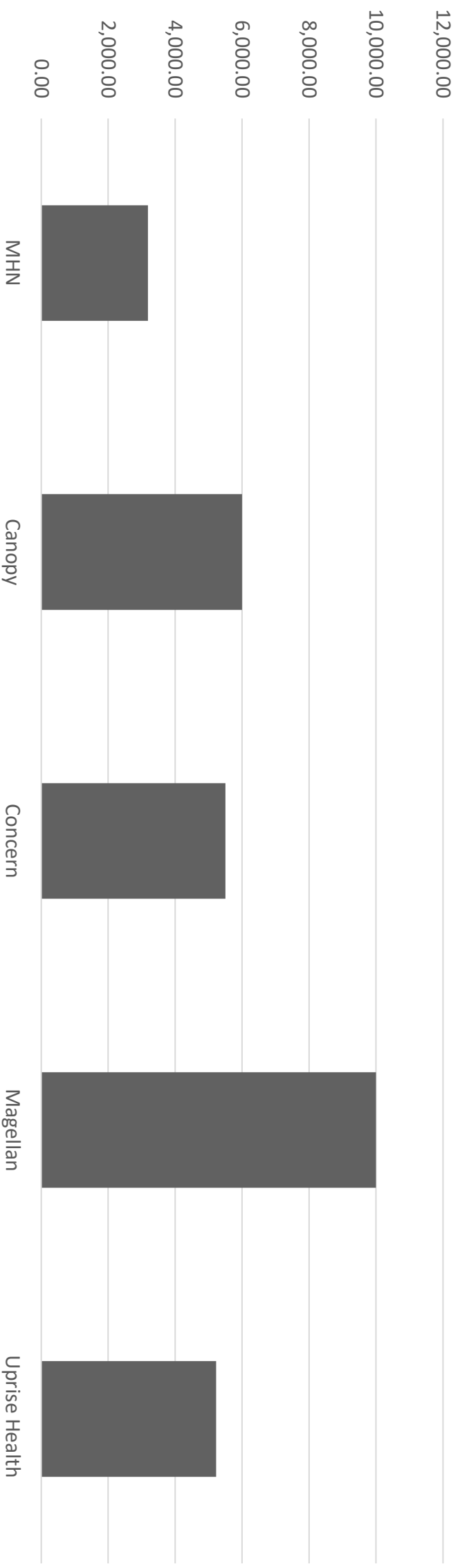
- Would like to rollout and leverage an applicant tracking portal
- Investigating the options, CLEAR
- Kronos is not robust for this
- CTOs are – visibility to supervisor while in hire process, less entry by HR and more by applicant, ease of process for uploading paperwork
- Planning for fall implementation

# Total compensation review

- Kicking off the total compensation review in June
- Review of 8 comparators
- 40 job titles to review
- Review of compensation and benefits
- Will take approximately 4 months to complete
- Recommendation for January budget planning

# EAP Bid Response

## EAP Providers



# Employee Assistance Program Changes

## **MHN - before July 1, 2023**

- 6 counseling sessions
- 4 training hours per year
- Provide parenting and childcare resources, adult care resources, legal consultations, and financial services

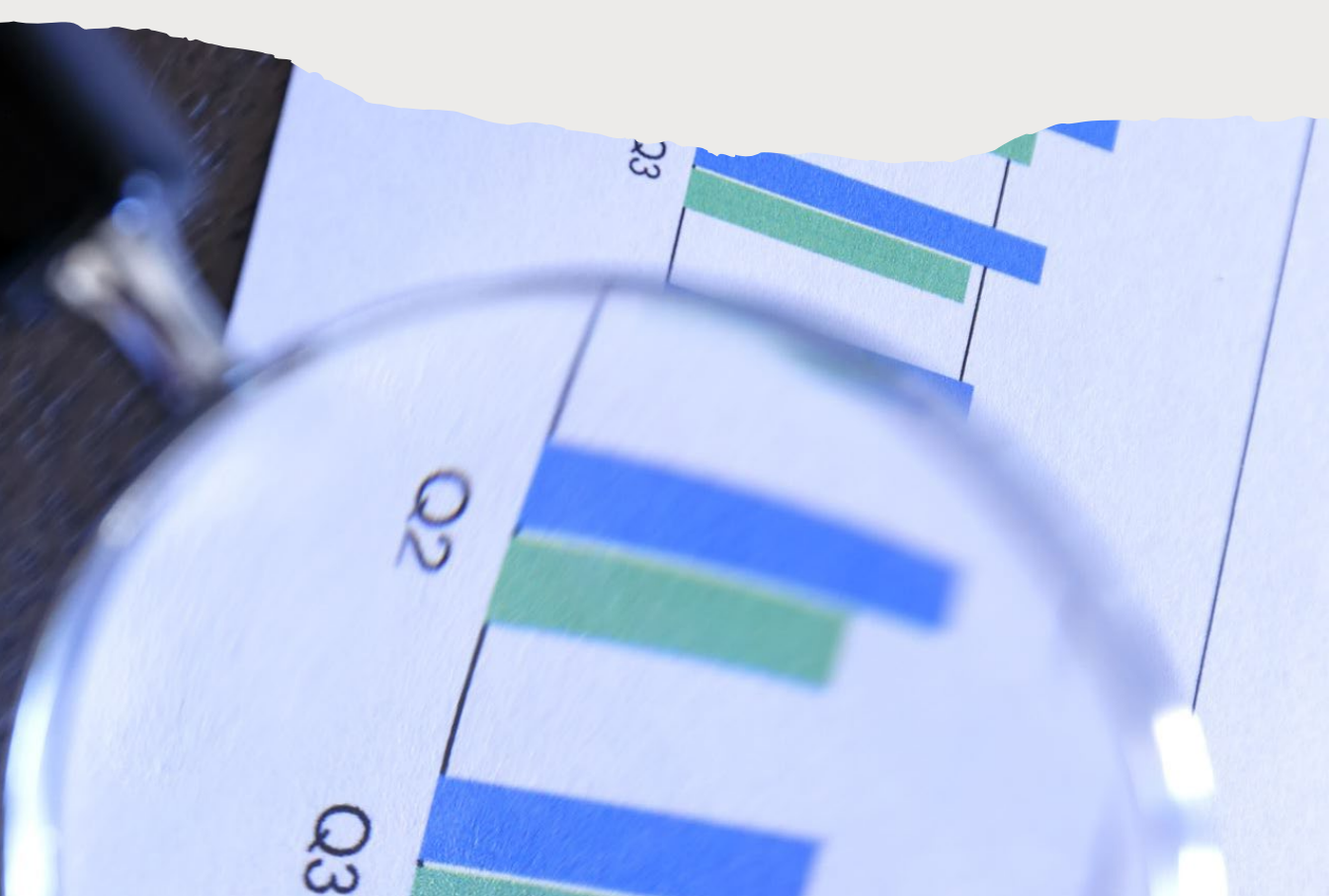
## **Concern – after July 1, 2023 (benefitted employees through 2025)**

- 8 sessions (per issue) per year marital and family problems, difficulty with relationships,
- emotional distress, job stress, communications or conflict issues, substance abuse issues and loss and death issues
- 10 session for chemical dependency
- 4 hours of training
- Provide parenting and childcare resources, adult care resources, legal consultations, and financial services
- Online resources portal

*Roll out will be June 15, 2023 to employees*

# 457b Plan Review

- Total Assets: \$6,595,373.39
- Average Account Balance: \$53,620.92
- Participants: 123 (this includes terminated employees)
- Average number of funds participants are invested in are 3.7
- Plan features that make 457 different from a 401(k):
  - No early withdrawal penalty of 10%
  - No loans
  - General account fund
  - No force out distributions
  - No ERISA requirements
  - Employer match counts towards the yearly IRS limit
  - Participants pay all the plan fees
  - No target funds



# Snapshot of Funds

Fund Type	# of Participants	Balance	Fund Name	Percentage of total Assets	Fees	YTD Returns
Bond	80	1,831,741.24	General Account	29%	None	4%
Large Cap	23	681,327.50	Hardford Capital Appreciation	10%	.67(\$6.70 per \$1,000.00)	9.34%
Large Cap	10	540,142.52	American Ultra Century Inv	8.6%	.95 (\$9.50 per \$1,000.00)	13.08%
Large Cap	19	719,466.63	Janus Henderson T	10.43%	.81(\$8.10 per \$1,000.00)	10.4.%
Mid Cap	29	335,267.07	Hartford Midcap HLS	8.5%	.69 (\$6.90 per \$1,000.00)	9.49%

# Empower – 457 plan

Prior to September 2023	After September 2023
Paper process for enrolling and changing contributions	Online portal initiated reducing manual processing
Out of date plan documents	Updated plan documents
Difficulty to understand investment options	Targeted funds by age band
No allowance for loans/no early distribution	Allowance for up to 5,000 loan for birth or adoption without payback/early distribution reduced to age 59.5
Only available to benefitted staff	Available to all staff

# Targeted fund comparison

Price

JP Morgan

T Rowe Price

Black Rock

Fund Year (Target Year of Retirement)	Exp Ratio / YTD / MS Rating	Exp Ratio / YTD / MS Rating	Exp Ratio / YTD / MS Rating
2023	.500%/ / 6.50 / ***	1.060%/ / 6.3% / **	.73%/ / 6.75%/ / ***
2045	.47%/ / 6.96 / ***	No Info on Morning Star	.72%/ / 7.47% / **
2060	.45% / 7.05 / ***	1.120% / 6.91% / **	.74%/ / 7.64% / **



## Next up

- Learning Management System
- Competency Development
- Goal Cascades



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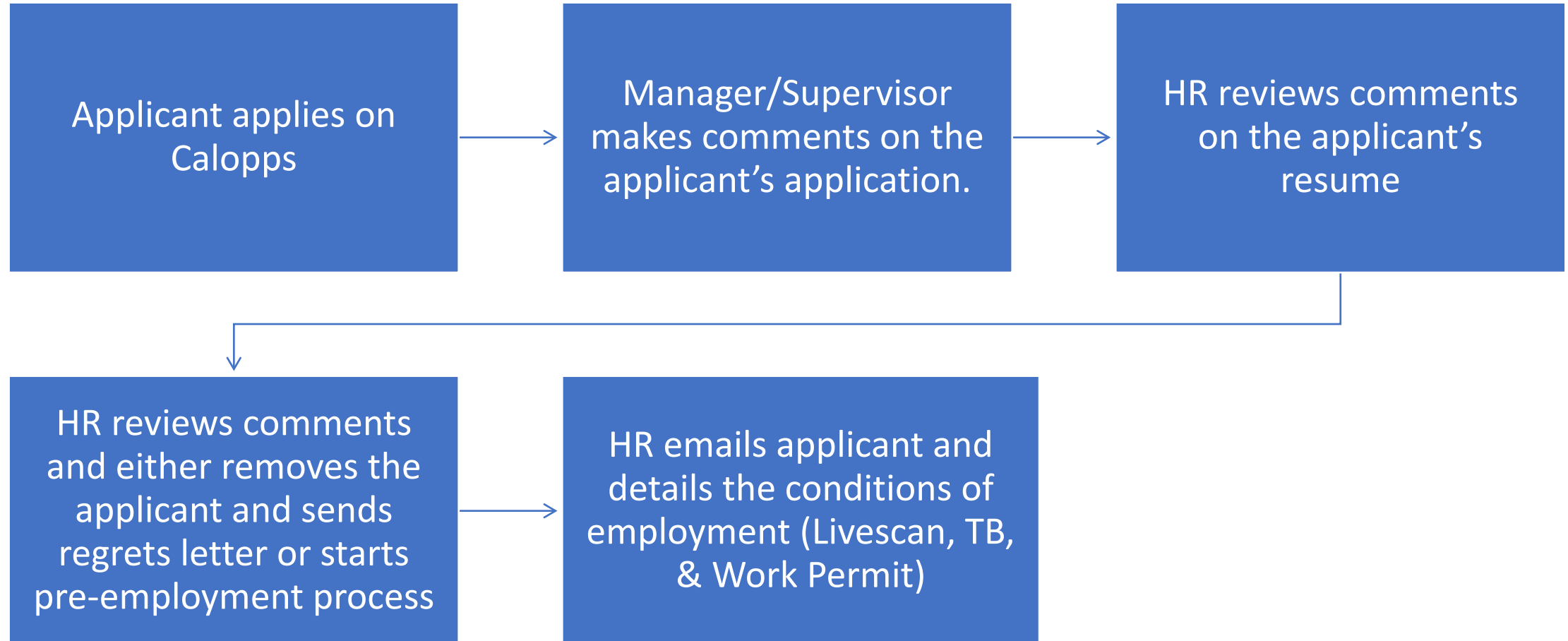
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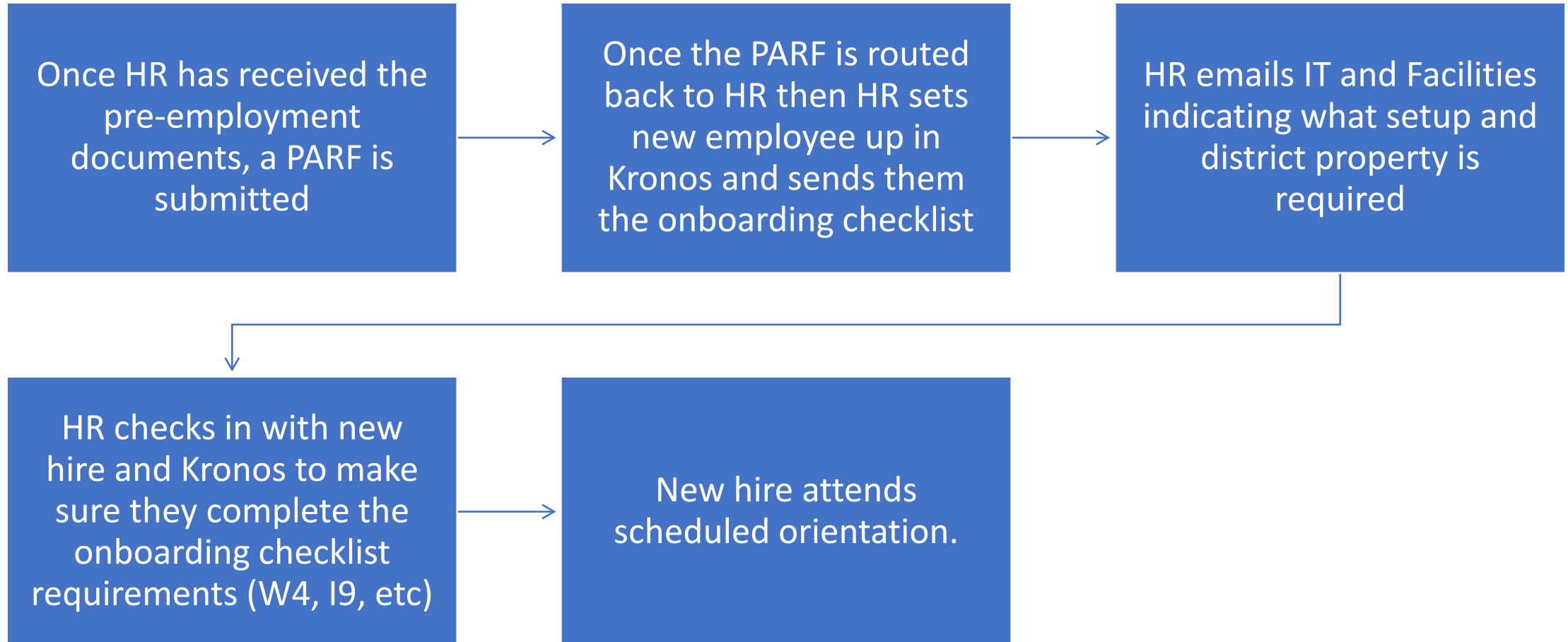
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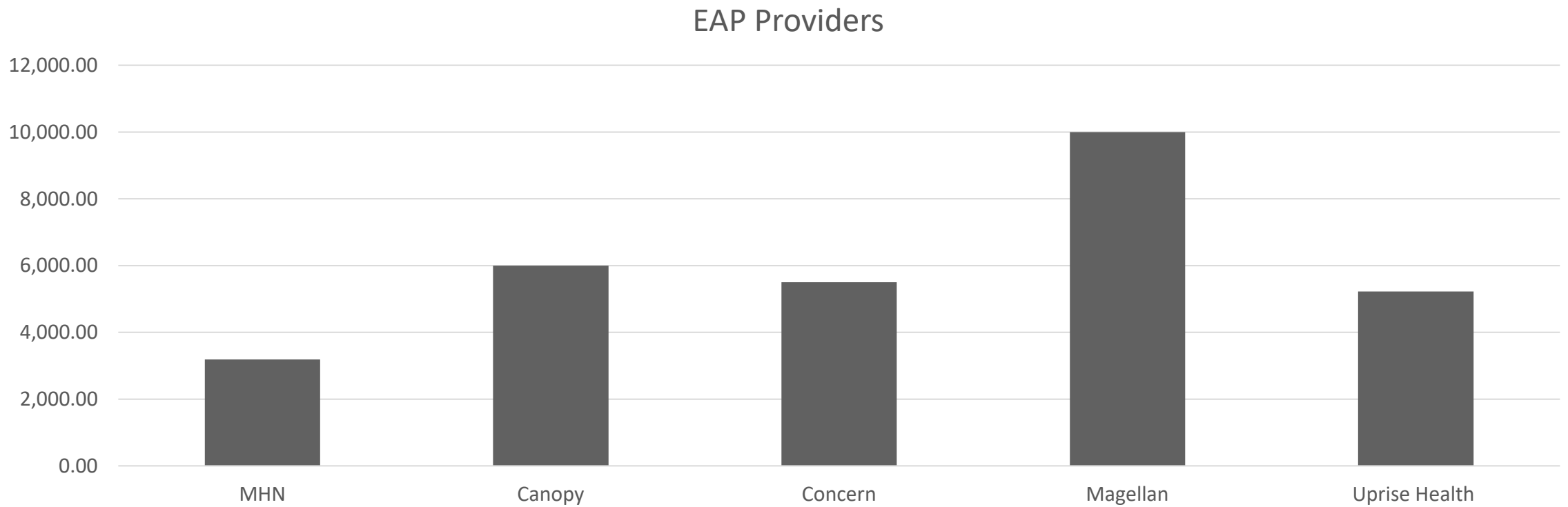




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