

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

**Tuesday, December 13, 2022
2:00 PM**

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 participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in the meeting electronically.

Committee Members Present: David Furst, James Boswell

LARPD Staff Present: Mat Fuzie, Fred Haldeman, Jeffrey Schneider, Michelle Kleman, Julie Dreher, Linda Van Buskirk, Jill Kirk, Pamela Healy

Others Present: None

- 1. Call to Order:** Committee Chair Furst called the meeting to order at 2:00 p.m.
- 2. Public Comment:** There were no comments from the public. Chair Furst closed the public comment period.
- 3. Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution No. 2768-c):** Moved by Director Boswell, seconded by Director Furst; the Committee approved Resolution No. 2768-c, unanimously.
- 4. Approval of the Minutes of the Personnel Committee Meetings held on November 8, 2022:** The Draft Minutes were approved unanimously as written.
- 5. Review of Candidate for Personnel Commission:** This item was pulled from the agenda by Director Furst, pending potential changes to the Personnel Commission. There may also be an additional vacancy to fill on the Commission. Director Boswell will provide additional information to Executive Assistant to the General Manager (EA) Linda VanBuskirk.

Action: This item was pulled from the agenda and may be added to a future Personnel Committee meeting agenda, pending further information.
- 6. Review of Job Description – Natural Resources Technician:** Human Resources Officer (HRO) Michelle Kleman noted the draft updated job description was attached to the agenda. Specific revisions included:
 - Maintenance and law enforcement duties were removed from the job description.

- “Technician” was added to the job title.

Committee questions and/or comments:

- Committee members discussed whether the Committee could solely approve this revision, or whether it would require full Board approval.

Actions:

- The Committee approved the updated job description.
- GM Fuzie will confirm whether the Committee’s approval is sufficient or if this needs to go before the full Board for final approval.
- If full Board approval is required, this will be added to a January Board agenda.

7. Directors’ and/or General Manager’s Reports and Announcements:

a) Director Furst asked to add the following items to the January Personnel Committee agenda:

- Recap of 2022 Personnel Committee Accomplishments
- Personnel Committee Goals for 2023
- Staffing Needs for 2023

b) GM Fuzie shared that inflation for last year was 5%. He anticipates there may be feedback from staff on this issue at some future point.

c) Director Furst noted that Covid cases are rising again, that Alameda County has returned to a Medium level of Community Transmission, which requires masks to be worn in certain high-risk settings (this does not include the LARPD at this time). HRO Kleman shared that our cases are currently low, we have had 2 cases in the past week.

Actions:

- The following items will be added to the January agenda:
 - Recap of 2022 Personnel Committee Accomplishments
 - Personnel Committee Goals for 2023
 - Staffing Needs for 2023
- Director Furst asked staff to add Covid-19 Update as standing agenda item beginning January 2023, until further notice.

8. Adjournment: The meeting was adjourned at 2:14 p.m.

/ph