

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

**TUESDAY, APRIL 12, 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 participated 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, Robert Sanchez, David Weisgerber, Nancy Blair, Julie Dreher

Others Present: There were no members of the public present.

1. **Call to Order:** The meeting was called to order at 2:01 p.m.
2. **Public Comment:** None.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2743-b):** Resolution 2743-b was approved, unanimously.
4. **Approval of the Minutes of the Personnel Committee Meeting held on March 8, 2022:** The minutes were approved unanimously.
5. **Proposed Changes to Benefits and COLA:**

The District will continue to assume a 3% COLA; this will be reflected in the formal budget review in May. Vacation Buyback will no longer be included in this year's projections. There are no immediate plans to change the District's contribution to healthcare. The District will continue to work with CAPRI on workers' compensation rate assumptions (this includes Liability and Workers' Compensation assumptions).

Director Boswell asked for the total number of LARPD employees covered by COLA. Business Services Manager (BSM) Jeff Schneider gave an estimate of 125-150 employees, noting this number has changed due to a pay restructure for certain classifications of employees who will no longer be subject to COLA. Casual employment

rates have been simplified in compliance with minimum wage law and the District offers a competitive wage.

Director Boswell then asked when the District normally gets projections on increases from healthcare providers. It was explained that the County will initially provide projections which will enable us to have informed estimates when we report in May, but actual rates will not be available until September.

Action: This was informational only, no Committee action was requested or taken.

6. **Post-Termination/Disciplinary Right of Appeal Process (Discussion):** GM Fuzie shared that a District Notice will be prepared for review by our legal advisor (Lisa Jimenez-Blanco) to update the appeals process. Under the updated process, an employee can either go to outside appeal, or to the Personnel Commission, who will make a recommendation to the Board. Existing policy is outdated; the revision will simplify the process.

Action: Following legal review, a draft of the revised policy will be brought back to the Personnel Committee for review. If approved, it will be brought to the full Board.

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

Director Boswell asked what the plan is to replace HR Officer Megan Shannon, who recently left the District. GM Fuzie responded, acknowledging the contributions of HR Officer Shannon. He went on to mention the earlier organizational re-structure that took place, due to the departure of the Recreation Manager. He emphasized how well the restructure was working out, noting that salary savings from the restructure will trickle down to service delivery and management support. He added that duty statements and salary may need to be adjusted for some positions, due to the changes. Specific to the HR Officer replacement, he stressed that while the remaining HR staff are experienced, we need someone dedicated to writing policy. The recruitment for the new HR Officer is scheduled to open on 5/2/22, but will be opened earlier, if possible.

Action: No Committee action was taken.

8. **Adjournment:** The meeting was adjourned at 2:19 p.m.