

## 2024 PERSONNEL COMMITTEE RECAP

Committee Members: Chair Palajac/Vice Chair Furst Alt. Pierpont

### J Turnover

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**A** Human Resources Manager (HRM) Michelle Kleman gave a presentation to the Personnel Committee.

**N** Specific to our turnover rate as shown on the slides, General Manager (GM) Fuzie explained, ESS is high because our involvement in the ASES program changed (reduced), so several positions were eliminated. If we remove those positions from the total percentage, we are closer to 6% turnover rate. HRM Kleman commented that a turnover rate of less than 10% is considered good. She also noted, “Terminated by Supervisor” is Kronos system terminology to remove someone from the system and not intended to imply negative term.

**U**

**A**

**R**

**Y** **ACTION:** This was a discussion only: no action was taken.

### New Sick Leave

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HRM Kleman shared that as of January 1, 2024, California law added 24 hours of sick leave for employees. The additional hours were front-loaded in the personnel system for all non-benefitted employees.

**ACTION:** This was a discussion only: no action was taken.

### COVID

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HRM Kleman shared, there has been a recent uptick in both COVID and RSV cases for staff. COVID reporting and tracking standards are in place until February 2025.

**ACTION:** This was a discussion only: no action was taken.

### ACA/Benefits

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ACA refers to the “Affordable Care Act”. HRM Kleman shared that two employees met the ACA threshold of 1550 hours and were offered and provided health benefits.

**ACTION:** This was a discussion only: no action was taken.

**J HR Schedule For The Next Six Months**

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**A** HRM Kleman reviewed several possible training topics for Committee discussion. HRM Kleman then reviewed a list of items on the HR calendar for the upcoming year.

**N** Committee Questions and Comments: Suggested changing the term “cultural sensitivity” to “cultural awareness”.

**U**  
**A** **ACTION:** This was a discussion only: no action was taken.

**R**  
**Y** **Future Agenda Topics (Discussion)**

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Committee members discussed possible topics for future agendas.

**ACTION:** This was a discussion only: no action was taken.

**Development of Compensation Philosophy**

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HRM Kleman briefly reviewed the District’s current compensation philosophy, and the Committee discussed the broader topic of employee compensation.

Committee Questions and Comments:

- Committee members discussed how to compensate those employees already at the top of their pay scale.
- At the appropriate time, can staff research options such as a one-time merit increase; how many employees would this impact?

**ACTION:** This was a discussion only: no action was taken.

**Holiday Party Recap**

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Administrative Assistant Pamela Healy shared her screen to display photos of the staff holiday party from the District’s Intranet. HRM Kleman gave a recap of the festivities.

**ACTION:** This was information only; no action was taken.

## **F Update on Clear Implementation**

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**E** The Personnel Committee received an update on the implementation of Clear, a new applicant tracking system (ATS). Human Resources Manager  
**B** (HRM) Michelle Kleman and Senior Human Resources Analyst (SHRA) Chelynn Watkins gave the presentation to the committee. HRM Kleman  
**R** reported that Clear sits atop the existing HRIS system Kronos, originally designed for payroll, which has a cumbersome onboarding process needing  
**U** improvement. SHRA Watkins collaborated with ClearCompany Talent Management to implement the ATS tracking system. The new system  
**A** streamlines recruitment processes, ensuring efficiency and compliance, while consolidating all relevant information in one location. It addressed  
**R** needs including recruitment process streamlining, employee skills and competencies tracking, reporting, legal compliance, and cost-effectiveness.

**Y ACTION:** The Committee expressed approval of the system and would like this info to come to the full Board as an informational item.

## **Directors' and/or General Manager's Reports or Announcements**

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### **ACTION:**

- a) The Committee suggested the title of this item mirror that of the Board agendas to read as “Future Agenda Items/Matters Initiated/Announcements.”
- b) Director Furst asked for a review of some of what was discussed at the February 7th Special Board Meeting: Board Retreat, generally speaking.

## **M Compensation Philosophies**

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**A** General Manager (GM) Mat Fuzie reported that a compensation study was conducted by a consultant, with extensive back-and-forth discussions  
**R** between staff and the consultant to align on assumptions. GM Fuzie advised that the Board Budget Workshop scheduled for Wednesday (March  
**C** 13th) will facilitate discussions on various budget-related topics, including the FY23-24 Mid-Year Budget Overview, and Board philosophies regarding  
**H** investment strategy, service delivery, fee schedules, and employee compensation.

GM Fuzie emphasized the importance of competitive wages to maintain service levels. HRM Kleman highlighted the need for a forward-looking structure and suggested exploring alternate approaches, such as exempt employees being evaluated based on market analysis rather than a grade system, to address structural issues transparently.

### **ACTION:**

- The Committee suggested this item be presented to the Board for discussion at its upcoming Budget Workshop.
- The Committee suggested staff focus on the Strategic Plan objective for HR  
“The District is at all times prepared to maintain the staffing needed to effectively carry out all planned District services.”

## **M Potential Staffing Needs Re: CEQA**

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**A** Member Furst expressed concern about potential staffing needs for handling trail issues, grant writing, and CEQA. He highlighted the challenge of  
**R** balancing existing staff capacity with the increasing workload. He mentioned the Altamont Landfill Open Space committee has \$20+ million to buy  
**C** land to keep as open space, yet they receive virtually no grant requests. The District might acquire new parcels requiring CEQA evaluations and trail  
**H** development as a result of the city of Livermore obtaining certain parcels, should some of the land be given to LARPD. GM Fuzie mentioned the city's assistance with some tasks and suggested considering a part-time hire, potentially a retired expert. The recent hire of a Natural Resources Technician was discussed as well. LARPD could collaborate with external CEQA firms to manage costs. GM Fuzie provided cost estimates for previous CEQA work on the Patterson Ranch Trail and mentioned partnerships with organizations like the Tri-Valley Conservancy and the City for assistance.

**ACTION:** This was a discussion only: no action was taken.

## **Drafting a District Policy on Artificial Intelligence**

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Chair Palajac initiated the discussion on drafting a district policy on artificial intelligence (AI), mentioning the recent drafting of a similar policy by the County of Santa Cruz as a potential example for consideration. The Committee deliberated on the practical applications of AI within the District, emphasizing the need for policies to ensure responsible usage and human review in content creation and decision-making processes.

Committee Comments/Questions:

- a) When and how do District employees use AI, and is there a need or want for a policy regarding that? [HRM Kleman and Community Outreach Supervisor (COS) Weisgerber provided insights, indicating AI's utilization for initiating drafts and outlines, with subsequent human review for refinement. COS Weisgerber emphasized the responsibility of the District for any content released, underscoring the role of AI as a useful tool rather than a decision-making entity.]
- b) Committee members expressed concern over the possibility of an employee generating an entire staff report solely through AI, leading to potential public document issues.

**ACTION:**

- Chair Palajac will provide staff with a sample of the policy created by County of Santa Cruz, approved on 9/19/2023 by its Board of Supervisors, for reference.
- The Committee suggested this topic be presented to the full Board for discussion and direction.

## **M Future Agenda Items / Matters Initiated / Announcements**

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- A** a) Chair Palajac raised concerns about the increasing presence of people riding non street-legal motorized bikes and causing damage to our parks  
**R** and the surrounding land near the Arroyo Mocho Trail. Zone 7 staff recently smoothed out some of the trail damage there. Apart from informing  
**C** individuals about Ordinance 8 and urging them to contact the non-emergency police phone number, there are limited actions we can take. Chair  
**H** Palajac also reached out to Mike Ralph regarding the possibility of utilizing the pump track for these individuals, but it was determined that they cannot use it. There is a pressing need for these individuals to have a designated area for their activities. GM Fuzie responded that currently, there are no suitable locations identified, aside from the BMX track, which poses significant risks due to the speed capabilities of these motorized bikes exceeding its design limits. Collaboration with the city and police department is ongoing to address these issues.
- b) GM Fuzie reported that California Water met with staff today. They want to build a well in Sunset Park within their own parcel footprint. They do not think it would impact park users, however, Fuzie suggested they define and enclose their boundary more clearly.

**ACTION:** The Committee recommended that the issue of non street-legal motorized bikes go to the next Intergovernmental Liaison Committee agenda.

## **A Compliance Policy Roll Out to Supervisors**

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- P** Human Resources Manager, (HRM) Michelle Kleman provided a high-level overview of the Supervisor Training presentation that will be presented to  
**R** Supervisors on Thursday, April 25, 2024.  
**I** Committee Comments and Questions:  
**L**
- a) Director Palajac inquired about the meaning of the acronym FEHA. [HRM Kleman - Fair Employment and Housing Act].
- b) Director Palajac requested a definition of exigency. [HRM Kleman - Qualifying exigency leave is a type of leave provided under the Family and Medical Leave Act. It allows eligible employees to take job-protected leave for certain reasons related to a family member's military service].
- c) Director Palajac requested the definition of Workplace Violence Prevention. [HRM Kleman - Workplace Violence refers to physical threats or behaviors that can harm someone].
- a) How is this different from harassment? [Harassment refers to inappropriate or offensive attitudes, words, and behaviors].
- d) The Committee members discussed the procedures to be followed in case of a complaint filed against a member of the board. [HRM Kleman - Report to Human Resources and General Manager first].

**ACTION:** This was a discussion only: no action was taken.

**M Employee Public Comments from April 24, 2024 Board of Directors Meeting**

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**A** HRM Kleman presented answers to the Employee Public Comments received from the April 24, 2024, Board of Directors meeting. A brief recap of the  
**Y** responses is highlighted below:

- 1) Option to cash out vacation
  - a. Urge employees to use their vacation time as it is part of their total comp package
  - b. The District is on par for new hires but not ahead of the pack
  - c. The Board did not approve of this option a few years ago
- 2) Four-day work week
  - a. The District is not a five-day operation
  - b. Most of the work requires coverage
  - c. Some positions have flexibility
  - d. Unable to create a one-size fits all work week
- 3) Staff appreciation/longevity awards
  - a. Length of Service is complex to calculate and determine years of service
  - b. A slide deck provided multiple scenarios and the complexity of calculating the length of service.
  - c. Appreciates tenured employees for their institutional knowledge
  - d. Rewards employees not for longevity but for their contributions
  - e. Have small and big events throughout the year

Committee Comments and Questions: The Committee and staff were pleased with the outcome and feedback from the Employee Luncheon and Board Meeting on April 24, 2024. There will be another luncheon and Board meeting in October of 2024.

**ACTION:** This was a discussion only: no action was taken.

## **M Process Improvements in Human Resources Department**

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**A** SA Maugeri provided an update on the process for PARF step increases and the Leave of Absence Tracking System.

**Y** Committee Comments and Questions:

- a) Director Palajac questioned the meaning of the acronym PARF. [SA Maugeri – Personnel Action Request Form].
- b) Director Furst suggested adding the meaning to abbreviated words in their respective slide(s). [SA Maugeri – will note for future presentations].
- c) Director Palajac asked if employees can pull out salary increase information on UKG. [SA Maugeri – yes].
- d) GM Fuzie noted the updates will assist in tracking mistakes and budget numbers.

**ACTION:** This was a discussion only: no action was taken.

## **Future Agenda Items / Matters Initiated / Announcements**

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GM Fuzie announced the hire of Marc Roberts as Land Agent/Planner to assist the District with land projects and matters.

**ACTION:** This was information only; action was taken.

**JUNE- CANCELLED**

## **J Leadership Academy**

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**U** A PowerPoint presentation on the goals, principles, and mission of the Leadership Academy was delivered by HRM Kleman. Here is a brief synopsis of the presentation.

**L**

**Y**

**ACTION:** This was a discussion only: no action was taken.

## **Intern Projects**

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HRI Walsh gave a PowerPoint presentation that included an overview of his background, motivation, and interest in working in the Human Resources profession, and his ongoing tasks and completed projects.

**ACTION:** This was a discussion only: no action was taken.

**J Future Agenda Items / Matters Initiated / Announcements**

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**U** HRM Kleman reminded the Committee that the next meeting’s agenda will have updates on Summer Recruitment and the Cornerstone Learning Management System.

**L** **ACTION:** This was information only; no action was taken.

**A Recap of Summer Recruitment**

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**U** HRM Kleman gave a presentation to the Committee that covered an update on summer recruitment. The presentation was included in the agenda packet.

**G**  
**U** **ACTION:**

- S** a) Present a Salary Update at a future Board of Directors meeting before the end of the year.
- T** b) Provide information on titles/hierarchy to the Personnel Committee to understand organization levels.

**Cornerstone Learning Management Software (LMS) Update**

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SHRA Maugeri gave a brief update regarding Cornerstone LMS. The presentation was included in the agenda packet. The new LMS assigns compliance training, allows benefitted employees to utilize pre-packaged training, and gives Human Resources and others in the organization the opportunity to create home-grown training. A variety of additional training courses will soon be added. Lastly, to help navigate the new LMS portal, a team of Cornerstone Ambassadors were created from each department.

**ACTION:** This was information only; no action was taken.

**Future Agenda Items / Matters Initiated / Announcements**

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CSM Kirk introduced the new Child Development Supervisors, Harmony Brockman and Brenda Rios.

**ACTION:** This was information only; no action was taken.

**SEPTEMBER - CANCELLED**



## **O Benefits Update – Open Enrollment 2025**

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**C** SHRA Watkins gave a presentation on health care premium renewal rates for 2025. The presentation was included in the agenda packet. The  
**T** Committee discussed the medical and dental rate increases and their impact, providing disability insurance for continuing employees for 2025, and  
**O** exploring the benefits of an incentives program.

**B** Committee Comments and Questions:

- E** a) How are our rates compared with the City of Livermore, East Bay Regional Park District, and Hayward Area Recreation and Park District (HARD)?  
[HARD has the same plan but pays 80% of the coverage].
- R** b) HR will explore and review an incentives program.
- c) Does HARD have an incentive program? [HRM Kleman will check in with HARD staff later this week].

### **ACTION:**

- a) HR to explore and review an incentives program potentially for next year.
- b) Provide short-term disability insurance for continuing employees for the year 2025.

## **Future Agenda Items / Matters Initiated / Announcements**

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The Monday, November 11, 2024 meeting was rescheduled to Tuesday, November 12, 2024.

**ACTION:** This was information only; no action was taken.

## **N Employee Reviews**

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**O** HRM Kleman gave a presentation on employee reviews. The presentation was included in the agenda packet. In her presentation, she explained the  
**V** employee review process using Human Resources Information System and UKG/Kronos, the results, as well as the District's Leadership Academy.

Committee Comments and Questions:

- a) How long did it take for the reviews to be completed by Supervisors/employees? [It varies by supervisors and staff communication styles.]
- b) Are the reviews year-round? [The reviews are done annually in the fall.]

**ACTION:** This was a discussion only: no action was taken.

**N Upcoming Performance Management Training**

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**O** HRM Kleman gave a presentation on Performance Management Training. The presentation was included in the agenda packet. She briefly touched on setting expectations, providing feedback and coaching, the formal process feedback, progressive discipline, and performance improvement plans.

**E**  
**M** **ACTION:** This was a discussion only: no action was taken.

**B**  
**E** **Benefits Survey**

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**R** HRM Kleman and SHRA Watkins gave a presentation on the Benefits Survey. The presentation was included in the agenda packet. They provided information on the purpose and scope of the survey.

Committee Comments and Questions:

- a) The Committee members suggested including in the survey a clear explanation of the term “short-term disability”.
- b) How many benefited employees work for the District? [Between 115-125.]
- c) Director Palajac suggested that the HR Team meet with each department/group to provide a clear understanding and answer questions regarding benefits.
- d) The benefits survey results will be discussed at a future Personnel Committee meeting.

**ACTION:** This was a discussion only: no action was taken.

**Future Agenda Items / Matters Initiated / Announcements**

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Director Palajac asked about future agenda items and what’s on the December agenda. [HRM Kleman announced budget, open enrollment recap; and future agenda items such as review of the draft Employee Handbook, and Recruitment 101.]

**ACTION:** This was a discussion only: no action was taken.

## **D Employee Appreciation**

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**E** HRM Kleman gave a presentation on employee appreciation. The presentation was included in the agenda packet. In her presentation, she briefly  
**C** explained the program and its goals. Staff are awarded a maroon water flask with the tagline “Going the Extra Mile” from Board members, staff,  
**E** and/or residents for exhibiting professionalism and exceptional customer service.

**M** Committee Questions/Comments:

- B** a) Is there a maximum number of awards (given throughout the year)? [No. However, we are seeing a trend at one per month.]  
**E** b) Do (all) employees know about the program? Is there a formal process to nominate someone? [This is an organic process. We hear from Board  
**R** Members, staff, and residents about a staff going above and beyond. Winners are announced on SharePoint.]  
c) Who initiated this? [The idea came from GM Fuzie that started with the Silver Dollar concept.]  
d) Board Members’ suggestions and ideas are welcome.

**ACTION:** This was a discussion only: no action was taken.

## **Technology in Human Resources**

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HRM Kleman and SHRA Maugeri gave a presentation on Technology in Human Resources. The presentation was included in the agenda packet. They discussed about UKG/Kronos, Cornerstone Learning Management System and Clear Company on what’s working and what is not, process improvement considerations, and goals to improve the processes or create a technology strategy plan.

**ACTION:** This was a discussion only: no action was taken.

## **Future Agenda Items / Matters Initiated / Announcements**

- a) Director Furst requested a recap of all agenda items reviewed in 2024. This should be presented to each standing committee.  
b) GM Fuzie announced that the Employee Handbook is nearing completion and will be presented at a future Board meeting. He asked for suggestions from the Committee on where to place the item in the agenda. [Information Items section.]

**ACTION:** This was information only; no action was taken.