

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

**TUESDAY, AUGUST 9, 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, Linda VanBuskirk, Pamela Healy, Jill Kirk, Michelle Kleman

**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. Director Furst closed the Public Comment period.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2758-a):** Resolution 2758-a was approved unanimously.
4. **Approval of the Minutes of the Personnel Committee Meeting held on July 12, 2022:** The minutes were approved unanimously, as written.
5. **Recruitment Update:** Human Resources Officer (HRO) Michelle Kleman shared that we recently hired two new HR positions to replace two departing staff members. This includes two Human Resources Analysts:
  - **Chelynn Watkins**, who will be focusing on recruitment, onboarding, and assisting with benefits as needed.
  - **Amber Maugeri**, who will help with the Kronos system, employee events and special projects.

General Manager (GM) Fuzie commented that departing HR staff were asked their reasons for leaving the District to ensure there were no internal issues. Reasons provided included: better lifestyle fit, opportunity for upward mobility and the ability to work from home.

- HRO Kleman will report on other recruitments at the next meeting.

**Committee comments and questions:**

- Director Boswell shared that he also had conversations with departing HR staff members; each stated the same reasons for leaving as indicated above.
- Is the District offering competitive wages and benefits? Yes, recent new hires indicated they were drawn to the LARPD because it offers competitive pay and benefits and greater work schedule flexibility.

**Action:** This was a discussion only, no Committee action was requested or taken.

**6. COVID-19 Update:**

HRO Kleman shared that we have had a steady stream of cases. Cases are not co-located in any one cluster. Those impacted were given information on Covid pay. GM Fuzie added that currently, Covid does not seem to be interrupting business as much as previously.

**Committee comments and questions:**

- Other employers in the area (both private and public) have had staff members taking Covid leave without verifying confirmed cases or confirming cases were cleared at the end of quarantine period.
- Does the LARPD have an internal process in place to verify confirmed cases? HRO Kleman indicated she is not aware of any internal abuse of Covid leave, adding that most impacted staff want to return to work as soon as possible. The current verification method in place for verifying a positive test includes an over-the-counter test and the honor system. To return to work, staff are instructed to notify HR or their supervisor when they re-test negative.

**Action:** This was a discussion only, no Committee action was requested or taken.

**7. Employee Appreciation Event:** HRO Kleman shared that the next Employee Appreciation event will be at the end of the summer. It will be a tie-dye t-shirt event celebrating the LARPD, creativity and team building.

**Action:** Staff were asked to give the Board an update following the event.

**8. Placement of Employee Evaluations into the HR System:** Discussion centered on the need to have all employee evaluations included in a common HR system. Of primary concern is timeliness of the GM's annual review, including goals and objectives. Information concerning the GM evaluation needs to be provided to the Board in advance to allow an opportunity for their input. Ideally, this information should be made available electronically, with appropriate security controls to secure the individual evaluation.

GM Fuzie shared the following information:

- Further direction from the Board is needed to automate the GM evaluation.

- We need to have an evaluation process in place for all employees. Currently, we are lacking a standardized evaluation, as the previous evaluation process relied on an outdated and ineffective rating system.
- The evaluation process needs to include staff with different requirements and criteria for their jobs and Probationary employees. Employees should always be made aware of how they are doing and should not be surprised by their evaluation.
- Core staff are working on a standard to put into an evaluation policy for the Board to review.

**Committee comments and questions:**

- The Board needs to be able to provide an evaluation for the GM, including goals and objectives, prior to the annual due date.
- The Board Chair has asked for a closed session at the August 31<sup>st</sup> Board meeting to discuss the GM evaluation.

**Action:** Staff were asked to ensure this item is added to the next Board meeting agenda as a closed-session item.

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

- Director Boswell announced that he threw the first pitch at the Little League World Series final championship game between the United States and South Korea. Several attending the event commented that the grounds on the field were exemplary. It was a good experience for all.
- GM Fuzie announced that we are up to 7 filings for the upcoming election for the Board of Directors.

**Action:** No Committee action was taken.

**10. Adjournment:** The meeting was adjourned at 2:38 p.m.

/ph