

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

**TUESDAY, SEPTEMBER 13, 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 (Vacation – Not Present), Maryalice Faltings (Alternate), James Boswell (Acting Committee Chair)

**LARPD Staff Present:** Mathew Fuzie, Jill Kirk, Linda VanBuskirk, Pamela Healy, Jeff Schneider, Michelle Kleman, Julie Dreher, Fred Haldeman

**Others Present:** None

1. **Call to Order:** The meeting was called to order at 2:00 p.m. by Director Boswell.
2. **Public Comment:** None. The public comment period was closed.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency (Resolution 2761-a):** Resolution 2761-a was approved unanimously.
4. **Approval of the Minutes of the Personnel Committee Meeting held on August 9, 2022:** The minutes were approved unanimously.
5. **Recruitment Update:** Human Resources Officer (HRO) Michelle Kleman shared that overall, recruitment is going well. There are several recruitments underway, including those for: Supervising Ranger, Park Technician (2 positions), Recreation Leader and Preschool Teacher.

Committee Comments and Questions:

- Director Boswell recently spoke with some of the Maintenance crew who were excited to hear about additional temporary staff being brought on board.

- What is the status of ESS staff? Community Services Manager (CSM) Jill Kirk explained that ESS sites are sufficiently staffed, however, as we are increasing our numbers at each site, we will need to recruit additional staff. GM Fuzie added that LARPD Staff are watching the ESS staffing need very closely. He emphasized the need for continued communication with school district staff.

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

#### **6. COVID-19 Update:**

HRO Kleman shared that we have had 2 cases, one last week, one this week at satellite locations (ESS). Paid Covid-19 sick time for California was set to expire on September 30, 2022. She will confirm whether it was extended through the end of the year.

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

- 7. Health Benefits Contribution (HBC):** GM Fuzie shared that we have been tracking health contributions since 2019. Over last few years, we have had very modest health care increases. Our employer contribution is currently at 72% of the premium for Kaiser plus Family. If we take no action, this will decrease to a 67% employer contribution and employees would absorb the conformed premium increases of 7.81% for Kaiser and 8-9% for united healthcare programs. . He recommends we create a methodology to commit to a 75% (of premium) contribution for Kaiser + Family (the health benefit plan most used by staff) and apply that maximum contribution for all benefitted employees, and carry that into future budget years. This will establish a clear philosophy and methodology for determining LARPD's annual healthcare contributions for benefitted staff that can be consistently applied, communicated and understood by current and prospective employees. He requested the Committee consider moving this to the full Board for consideration at the September 14, 2022 Board of Directors meeting. Business Services Manager (BSM) Jeff Schneider added, the cost for this FY is \$54,000 and the annualized cost is \$128,000.

#### **Committee comments and questions:**

- What is percentage for other park districts? 70-80% is national average for Park and Recreation Districts.
- BSM Schneider commented that making a change to this percentage (75%) would mean no change to employee contributions. Moving forward, the percentage number is fixed but our total cost may vary depending on staff's response to the revised benefit contribution (some may be incented to change their benefit plan).
- HRO Kleman commented that we need to explain to staff what their total compensation package is, what health benefits mean in that regard.
- GM Fuzie commented that we are establishing a clear and understandable methodology for determining the District's employer contribution to employees' medical plans and that will periodically remind the Board of it, and that the

Board has opportunity to change methodology or modify the contribution % during the annual budget process.

**Action:** Staff were asked to move this item forward to the full Board for consideration at the September 14, 2022 Board of Directors meeting.

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

- GM Fuzie announced that CAPRI (California Association for Park & Recreation Indemnity) is having their Board of Directors election this year, for 3 directors, to include upper third, middle tier and lower tier seats. The election is open to Board Members and/or Recreation and Park District management staff. GM Fuzie is considering running and would like to know if our Board members would support that. He also noted that Jim Friedl, the well-respected General Manager from Conejo Recreation and Park District, and current CAPRI Board Member, is also running.

**Action:** Committee members encouraged GM Fuzie to run for the CAPRI Board.

**9. Adjournment:** The meeting was adjourned at 2:27 p.m.

/ph