

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Tuesday, May 10, 2022

2:00 PM

NOTICE: Coronavirus COVID-19

In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Personnel Committee and staff participated in this meeting via Zoom teleconference. In the interest of maintaining appropriate social distancing, members of the public also participated in this meeting electronically.

Committee Members Present: David Furst, James Boswell

LARPD Staff Present: Mat Fuzie, Fred Haldeman, Jeffrey Schneider, Jill Kirk, David Weisgerber, Jessie Masingale, Joseph Benjamin, Linda VanBuskirk, Nancy Blair, Robert Sanchez

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.
3. **Discussion and Possible Action Regarding Teleconference During a Proclaimed State of Emergency:**
Resolution: Moved by **Director Boswell**, seconded by **Director Furst**, approved Resolution No. 2746-b, determining to conduct meetings of the LARPD Personnel Committee using teleconferencing pursuant to Government Code 54953 as amended by AB 361 for the period May 10, 2022 to June 9, 2022.
4. **Approval of the Minutes of the Personnel Committee Meeting held on April 12, 2022:**
The meeting minutes of April 12, 2022 were approved unanimously, as submitted.
5. **HR Officer Recruitment Follow-up:**
General Manager Fuzie reported that out of 23 applicants, the District has offered interviews to seven, and will be interviewing five candidates tomorrow. (Two applicants pulled out prior to interviews.) The top 1-3 finalists will then be invited back for a final interview next week on the 16th.

Committee questions/comments included:

- **Director Furst** asked if a candidate will be selected by the end of next week. [**GM Fuzie** responded that yes, we will either have selected an HR Officer, or we will report that we are going to continue the process.]
- **Director Boswell** asked about where the bulk of the candidates came from? Are they corporate level candidates? [**GM Fuzie** responded that we have received a broad spectrum of candidates; some are corporate, some from other types of special districts.]

Action: No Committee action was taken. This was an informational update only.

6. FY22-23 Salary and Benefits Budget Assumptions:

[At the request of **GM Fuzie**, **Chair Furst** reordered the agenda to hear Item 7 before Item 6, since organizational structure directly affects the salary and benefits budget assumptions.]

Business Services Manager Jeffrey Schneider presented the staff report which highlighted current plans relating to salary and benefit proposals for FY22-23. Areas discussed included the District's contributions for health benefits, retirement benefits, including the District's ACERA contribution rates, and salaries. A Cost-of-Living Adjustment (COLA) of 3.0% for all classification ranges will be effective July 1, 2022. Salaries and Benefits represent approximately 64% of total spend, as outlined in the table of Expenses by Type View: FY22-23 Proposed Budget.

BSM Schneider added that this data will also be presented to the Finance Committee at its meeting on May 16, 2022, then on to the full Board at its Budget Workshop on May 25, 2022, and ultimately to the Board meeting on June 7, 2022.

Recommendation: Staff recommends that the Personnel Committee recommends that the Board of Directors approve its plans for FY22-23 Salary and Benefits to be incorporated in the District's Approved Operating Budget for FY22-23.

Committee questions/comments:

- **Director Boswell** stated the decrease in UAAL rates is phenomenal. He suggested it may be beneficial to close the UAAL out completely at some point before the market changes.
- In reference to the staff report on page 3, item 3c. *Complying with Minimum Wage Requirements*, **Director Furst** asked if there has been any trouble recruiting people at that wage level, currently set at \$15.00/hour? [**GM Fuzie** responded that managers, supervisors, and coordinators actively pursued that question and made adjustments where there was a need, for example, changing the step program in some of the entry-level positions was critical.] **Director Furst** would like to see the District pay a wage [higher than the minimum of \$15.00] that it can afford and that will attract quality people, if possible.
- Looking at the chart of Expenses by Type View: FY22-23 Proposed Budget in the staff report, **Director Boswell** commented on the differences between the Salaries – Full-time from FY18-19 going into FY19-20, there is a substantial difference there of \$1.3 million; and the downward trend of Salaries-Part-time and Workers' Compensation. [**GM Fuzie** explained the differences were due to converting the Part-time Benefited employees to Full-time back in FY19-20. COVID-19 and organizational changes also affected those numbers.] **Director Furst** complimented GM Fuzie and BSM Schneider on the decision and efforts to move those 38-hour Part-timers to Full-time employees.

Action: The Committee expressed support of the plans for the FY22-23 Salary and Benefits to be incorporated in the District's Operating Budget for FY22-23 and recommends approval by the full Board of Directors.

7. Organizational Structure/Chart:

GM Fuzie and **BSM Schneider** (sharing his screen) reviewed the District's organizational chart as it pertains to the Office of the General Manager, Business Services, Community Services and Parks and Facilities. The major change to the structure is due to no longer having a Recreation Manager, so all those positions have been moved under Community Services. Business Services takes on the forward-facing items such as the front counters and support services that get the public registered into programs. Then Community Services and Recreation provide the services to groups such as the Seniors and Youth through ESS, etc. Parks and Facilities ensures all the facilities are available to run programs. This is a great 3-legged stool that supports everything LARPD is doing.

GM Fuzie reported that the Living Arroyos program will be removed from the organizational structure. LARPD will no longer be involved in the program, which will now be managed by Alameda County Public Works.

Recommendation: **GM Fuzie** recommends that we take some of the savings that we have gained from having one less manager (Recreation) and push it down into service delivery. Where this creates more responsibility for employees, that will be recognized through appropriate salaries and job descriptions. The rest of the savings will be used to provide services to the public, either through additional entry-level employees such as seasonal part-timers or potentially coordinator-level positions where we are adding new programs. This version of the District organizational chart reflects that structure.

With Committee approval, **GM Fuzie** will present this to the Board within the budget document as our structure.

Committee questions/comments included:

- **Director Furst** expressed concern that some employees have had an increasing amount of authority and responsibility given to them and wants to ensure that salary and benefits match the new levels of responsibility. [**GM Fuzie** responded that it is reflected in the current budget assumptions for salary and wages.]
- **Director Boswell** asked about the HR Officer position reporting directly to the General Manager and making sure that the appropriate level of responsibility and access is there. [**GM Fuzie** responded that this will be a Core Staff position based on the level of confidentiality the position entails.]
- **Director Boswell** spoke about putting a Café in place and the great opportunity this would present for young people to expand their horizons. [**GM Fuzie** reported that we will be taking on this project inhouse.]
- **Director Furst** asked about the Youth Services Coordinator at Rancho, currently shown as "Vacant." [**Community Services Manager Jill Kirk** explained that at this time we are not filling that spot because of the switch over with the other childcare provider, Rancho is one of those sites. All staff have been placed elsewhere to address the growth in those current sites.]
- **Director Furst** asked who would be the appropriate contact person if there was a question about mowing, for example in Sycamore Grove Park? [**Parks and Facilities Manager Fred Haldeman** responded that mowing in Sycamore Grove is now primarily done by Sycamore Grove Ranger staff.]

- **Director Furst** asked if the Outreach Coordinator position in Recreation is bilingual? [**CSM Kirk** responded that bilingual would be ideal.]
- **Director Boswell** asked how field maintenance and operations under Sports works in conjunction with Parks. [**CSM Kirk** responded that Mr. Haldeman’s team handles all of the mowing, where Ms. Wiedenfeld’s staff marks the lines and handles the maintenance during tournaments and/or picnics. Both areas work in collaboration with each other. **GM Fuzie** spoke about efficiencies and sharing resources.]

Action: The committee supports staff recommendation to present this to the Board within the budget document as its structure. Moved by **Director Boswell**, seconded by **Director Furst**, approved the new organizational structure as outlined by the General Manager.

GM Fuzie will have the organizational structure available during the budget process.

8. Resignation of Personnel Commissioner Sheryl Goodman:

GM Fuzie reported that **Commissioner Goodman** has moved to North Carolina. The Vice Chair of the Commission, **Melinda Chinn**, will now become the Chair. On January 12, 2022, the Board approved District Notice 0009 – Role of the Personnel Commission that states, “Appointment: When there is a vacant seat on the Commission, the District shall advertise the vacancy to the public. Any interested applicant residing within the LARPD boundaries shall submit a letter of interest and resume. If letters of interest from the public are received, the Personnel Committee shall interview eligible candidates and make recommendations to the Board, who will make a final selection for appointment. . . .”

Committee questions/comments included:

- **Director Furst** asked staff if during the last round of recruitment for the Personnel Commissioner vacancy, were there any qualified candidates who did not make it onto the Commission? [**GM Fuzie** responded that the District had exhausted the candidate pool and will need to advertise once again for the current position.]

Action: The Committee recommended that staff recruit for a new set of Personnel Commission candidates, following the process outlined above.

9. Directors Reports or Announcements:

There were no reports or announcements by the Committee members.

- **Director Furst** asked **Executive Assistant Linda Van Buskirk** to change the title of this item on all future agendas to “Directors’ and/or General Manager’s Reports or Announcements” to include the General Manager.

10. Adjournment: The meeting was adjourned at 2:56 p.m.

/lvb