

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

DRAFT MINUTES

THURSDAY, OCTOBER 11, 2018  
3:00 PM

ROBERT LIVERMORE COMMUNITY CENTER  
4444 EAST AVENUE, LIVERMORE CA 94550-5053  
WEST WING CONFERENCE ROOM

Committee Members Present: Chair Wilson, Director Palajac

Staff Present: Julie Dreher, Mathew Fuzie, Allie Ikeda, Patricia Lord,  
Jessie Masingale, Robert Sanchez, Jeffrey  
Schneider, Megan Shannon, Linda Van Buskirk

Members of the Public Present: None

Chair Wilson called the meeting to order at 2:59 p.m.

**1. Public Comment**

No public comment.

[Chair Wilson reordered the agenda, moving Item 2 - General Manager Evaluation to Item 6, and moving up all remaining items by one.]

**2. Full-Time and Part-Time Benefited Staff**

Administrative Services Manager Jeffrey Schneider distributed a handout entitled "Full-Time and Part-Time Definitions For Your Consideration" (attached) and asked for feedback from the Personnel Committee regarding the District's plan to create a new "Regular Employee" designation for all non-exempt staff who work at least 36 hours per week, along with proposed changes to ACERA payroll, benefits and accrual rates; contributions to Deferred Compensation (457) plans, and a reduction to the number of PTB definitions from two to one. The District's current budget contains adequate funding to cover proposed benefit changes for "Regular" Employees. This item will be reviewed by the Personnel Commission during its October 16<sup>th</sup> meeting.

The Committee had comments and suggestions on the 2018 Compensation Study and how LARPD compares to other districts; how ACERA will recalculate the District's liability; the use of reserve funds; how to best retain employees and improve morale. Committee members expressed support for the plan, and asked that the Personnel Commission's input be relayed back to the Personnel Committee.

**3. Staff Plans for TB Testing**

HR Analyst Megan Shannon reported that a new process will be implemented by year end/mid-January for tuberculosis (TB) testing for all staff. Ms. Shannon will confirm with legal counsel if board members will be required to participate. Staff may have the option of going to Kaiser during flu shot season, with a block of concurrent TB testing days arranged for convenience. Going forward, TB testing will be included in the pre-employment process.

**4. Human Resources Initiatives for FY 18-19 – Update**

Financial Analyst Julie Dreher reported that on September 21<sup>st</sup> an RFP went out to invite proposal for an integrated payroll and human resources information system. Proposals must be submitted by November 2, 2018.

ASM Schneider announced that the team is getting ready for open enrollment season.

Neumiller & Beardslee will be onsite on November 14, 2018 to offer Harassment Prevention training. Assistant to the General Manager Linda Van Buskirk will provide board member training expiration dates to HR staff. Board members may attend, if needed, to renew their certificates.

HR Technician Robert Sanchez reported on efforts to switch from Cigna to Delta Dental in 2019. The District is currently working with Alameda County to facilitate the Delta Dental plan which is a more reliable, less expensive, and larger provider.

ASM Schneider reported on the 457 Plan rollout, and thanked staff for their hard work. He stated 40% of eligible PTB staff are participating.

ASM Schneider reported that work is being done to update/revise policies in order to get PTB and FT beginning benefits on the same page. Currently a PTB employee is required to work 90 days before benefits kick in. This is a potentially negative recruiting issue which needs to change. Committee members stated that they are available to come in outside of routine meeting dates/times, if needed to facilitate the approval process. The Committee expressed support of this effort.

**5. Matters Initiated**

None.

**6. General Manager Evaluation**

The Committee, along with GM Fuzie, reviewed a handout taken from the CSDA annual seminar on September 26, 2018 entitled “Best Practices for Recruiting, Hiring, Negotiating, Evaluating and Terminating the Board’s General Manager” by Richard D. Pio Roda, Principal of Meyers Nave.

The meeting adjourned at 4:03 p.m.