

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

TUESDAY, MAY 12, 2020

3:30 PM

Via Zoom Webinar

Committee Members Present: Beth Wilson, Maryalice Faltings

Staff Present: Mat Fuzie, Patricia Lord, Jeffrey Schneider, Fred Haldeman, Joseph Benjamin, Julie Dreher, Stacey Kenison, Patrick Lucky, Jessie Masingale, Robert Sanchez, Megan Shannon, Linda VanBuskirk, Vicki Wiedenfeld

Members of the Public Present: None

1. Call to Order:

Director Wilson called the meeting to order at 3:33 p.m.

2. Public Comment

There were no comments from the public.

3. Planning Assumptions for FY 20-21 (Discussion & direction):

Administrative Services Manager Jeffrey Schneider gave a presentation highlighting key budget assumptions for FY 20-21.

The District has had a large reduction in casual staff. They will not be called back in, nor will the District be recruiting, until such time as we know there is a program which the casual employees are required to support. Other key assumptions mentioned were no COLA in July 2020, nor step increases in FY 20-21. The minimum wage adjustment will not take place until 2022. Contribution rates for ACERA are up 13.7% as of September, 2020 which translates to a commitment of approximately \$1.8M per year. Health (medical/dental) is up slightly by 5% as of February 2021. There will be no change to 457 plan match and contribution rates. The workers' compensation Mod Factor will decrease slightly too ~1. ASM Schneider also reported on potential actions the District may take via revisions to its policy on paid leaves, with Board approval.

- The Committee would like to hear about different approaches the District may take as an alternative to the ACERA program.

- Budget assumptions highlighted here will be brought to the full Board during its Budget Workshop and June board meetings for further discussion.

4. Personnel Statistics During the COVID-19 Shutdown (Discussion):

ASM Schneider summarized District totals by pay type and employee type regarding trends in hours reported worked. There has been a dramatic reduction in hours reported, supplemented by leave credits. He reported that the pay period ending March 21 showed total hours reported of 13,482, compared to the pay period ending May 2 at 9,523.

Director Faltings left the meeting at 4:05 p.m.

ASM Schneider reported that as of May 12, 2020, a total of 86 employees have filed unemployment claims, the bulk of which comes from ESS, preschool and middle school programs.

GM Fuzie added that the District may be reimbursed for the hours worked by employees in response to the emergency situation. Those hours are being tracked for potential reimbursement through FEMA.

- ASM Schneider to provide a hard copy version of the presentation to Committee members.

5. Matters Initiated

- a) GM Fuzie reported on some programs LARPD is working on such as in Aquatics, the LARPD YouTube channel, continued discussions with the city of Livermore on how to reopen together, pushback on BMX and dog parks.
- b) Director Wilson asked if the Community Gardens are open or not. (They are open.)
- c) AGM Lord reported that LARPD has been increasing its presence via the Virtual Recreation page on the website with many departments contributing content.
- d) The group discussed the advantages of holding meetings during business hours.

6. Adjournment: The meeting was adjourned at 4:22 p.m.



Livermore Area Recreation and Park District 5/12/20 Personnel Commission Meeting

Contents / Agenda

1. Planning Assumptions for FY20-21
2. Personnel Statistics During the COVID-19 Shutdown
 - a. Actual Hours reporting tracking
 - b. Tracking for FEMA purposes
 - c. Unemployment Claims
 - d. Benefits Coverage

Key Assumptions

District-wide:

1. All non-exempt staff, part-time and full-time, are being paid for hours worked as of April 19th. Staff can supplement hours worked with leave credits, up to their normally scheduled hours.
2. Of the District's 43 Part-time benefited staff, 32 were furloughed as of April 19th, for up to 120 days (through August 17th).
3. Casual staff are largely going unscheduled unless there's no alternative for non-furloughed benefited staff to fill a need; Savings: \$552k in FY20 and \$544k in FY21.
4. Salaries and benefits projections are worst case from an expense perspective: while staff who have been furloughed or had their hours reduced can apply for unemployment, we are assuming they will report their normally scheduled hours by using leave credits. << See "A View of Hours Reported..." for actual activity tracking >>
5. No COLA in July, 2020 (\$280k) and no Step increases are assumed in FY20-21 (\$200k)
6. No Minimum Wage Adjustments required - \$14.00 as of Jan21 has already been met
7. ACERA – up 13.7% as of September, 2020
8. Health – medical and dental – up 5% as of February, 2021
9. No Change to 457 plan match and contributions
10. Workers' Comp – our Mod Factor will go down to ~1.00 from 1.11; awaiting base rates (assuming 5% for now)

Potential Actions

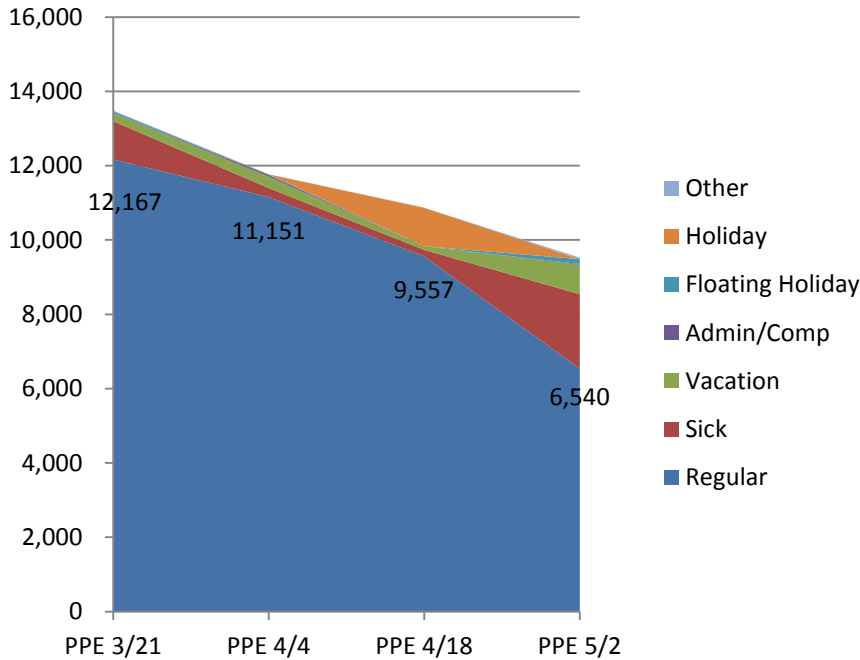
Revise Policy on paid leaves

- i. Eliminate current practice that allows benefited staff who are not scheduled to work on a holiday to choose another day as a holiday in its place. Real operating expense value, \$ tbd
- ii. Revise policy for pay outs for terminated employees (only vacation; now also includes floaters, admin leave, comp time) – real operating expense value IF staff terminate (\$ tbd)
- iii. Reduce holidays from 13 to 11 (eliminate “Spring Holiday” and New Year’s Eve - \$68k value)
- iv. Reduce floating Holidays from 2 to 1 (\$34k value)
- v. Create furlough periods – either use leave credits (not sick) or go without pay:
 - Between Xmas and New Years (4 days, or \$136k), the three days prior to Thanksgiving (\$102k), and/or Spring – eg ski week (5 days?? \$170k)

Opportunities/Potential Actions (continued)

- A. Eliminate or reduce Admin leave for exempt staff (total value = \$62k/year)
- B. Extend current furlough beyond August 17th and/or Layoffs of benefited staff; consider Restructuring opportunities (will see one-time impact of termination payouts ; counts and timing will determine impact, both one-time and on-going savings)
- C. Reduce Caps on Vacation (now up to 384 hours for 20+ years); \$ impact dependent on magnitude of change and count/timing of terminations.
- D. Pay reductions across the board in an amount to be determined by the severity of the business slowdown (1 percentage point drop in salaries, with load factors, equates to \$100k/yr)

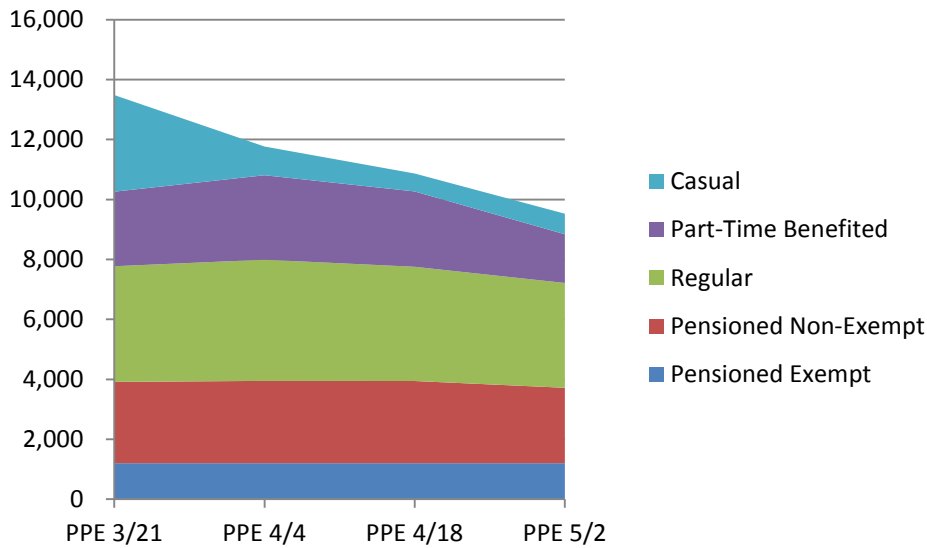
Hours Trend – District Totals by Pay Type



	PPE 3/21	PPE 4/4	PPE 4/18	PPE 5/2
Regular	12,167	11,151	9,557	6,540
Sick	1,028	245	176	2,002
Vacation	210	306	101	788
Admin/Comp	5	47	0	20
Floating Holiday	48	16	0	133
Holiday	0	0	1,032	0
Other	24	0	0	40
TOTAL	13,482	11,765	10,865	9,523
	0	0	0	0

	PPE 3/21	PPE 4/4	PPE 4/18	PPE 5/2
Regular	90%	95%	88%	69%
Sick	8%	2%	2%	21%
Vacation	2%	3%	1%	8%
Floating Holiday	0%	0%	0%	0%
Floating Holiday	0%	0%	0%	1%
Holiday	0%	0%	9%	0%
Other	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%

Hours Trend – District Totals by EE Type



	PPE 3/21	PPE 4/4	PPE 4/18	PPE 5/2
Pensioned Exempt	1,200	1,200	1,200	1,200
Pensioned Non-Exempt	2,714	2,747	2,743	2,516
Regular	3,858	4,043	3,811	3,497
Part-Time Benefited	2,488	2,818	2,514	1,626
Casual	3,222	958	598	685
District Totals	13,482	11,765	10,865	9,523

	PPE 3/21	PPE 4/4	PPE 4/18	PPE 5/2
Pensioned Exempt	9%	10%	11%	13%
Pensioned Non-Exempt	20%	23%	25%	26%
Regular	29%	34%	35%	37%
Part-Time Benefited	18%	24%	23%	17%
Casual	24%	8%	6%	7%
District Totals	100%	100%	100%	100%

Unemployment Claims – as of 5/12

<u>Employee Type</u>	<u># of EE's</u>
Casual	62
Part-Time Benefited	14
Regular	5
Pensioned Non-Exempt	5
TOTAL	86

<u>Department</u>	<u># of EE's</u>
01-Administration	1
05-Building Maintenance	2
07-Park Operations	2
09-Extended Student Services	36
11-Preschool	10
20-Customer & Business Services	3
26-Youth Sports & Fitness	1
27-Field & Gym Rentals	1
32-Community Outreach	1
40-Believes Program	4
41-Middle School Program	10
42-Building Operations	4
54-Aquatics	10
57-Concessions	1
TOTAL	86



Thank You