

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PERSONNEL COMMITTEE**

**DRAFT MINUTES**

TUESDAY, JULY 14, 2020  
3:00 PM

*NOTICE: Coronavirus COVID-19*

*In accordance with Governor Newsom's Executive Orders, members of the Livermore Area Recreation and Park District Committee Members 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: Beth Wilson, Maryalice Faltings

LARPD Staff Present: Allie Ikeda, Jeffrey Schneider, Jessie Masingale, Jill Kirk, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Megan Shannon, Nancy Blair, Natalie Kaaiawahia, Patricia Lord, Patrick Lucky, Robert Sanchez, Sandra Kaya, Stacey Kenison, Vicki Wiedenfeld

Others Present: None

1. **Call to Order:**  
Committee Chair Wilson called the meeting to order at 3:01 p.m.
2. **Public Comment:**  
There were no comments from the public.
3. **Approval of the Minutes of the Personnel Committee Meeting held on June 11, 2020:**  
The minutes of June 11, 2020 were approved as submitted by unanimous vote.
4. **District Notice 0005 – Reduction in Force:**  
Administrative Services Manager Jeffrey Schneider reported that this item had been significantly reviewed by the Personnel Commission at its July meeting. Their suggestions have been incorporated in the present iteration. Additionally, Lisa Jimenez with Neumiller and Beardslee (District Counsel) has been instrumental in

assisting HR staff with creating this framework for understanding furlough and layoff considerations in the event a reduction in force is deemed necessary. District Notice 0005 – Reduction in Force supersedes Section XV, “Abolition of Position”, and Section XVI, “Reduction in Force – Competitive Service Employees” of the District’s Personnel Rules and Regulations, which was attached to the staff report as Exhibit A.

- The Committee recommended that District Notice 0005 – Reduction in Force be sent to the full Board for review and approval at its August 2020 meeting.
  - It will be helpful to provide either a redlined version or a summary of the changes that have been made in the document.
  - At paragraph 2.5, where it says, “. . . layoff decisions are not subject to appeal.” add verbiage “by the District” since employees may appeal outside of the District.

**5. Personnel Training During the COVID-19 Shutdown:**

ASM Schneider reported that all District staff has been instructed in following the State and Alameda County Health Department guidelines for slowing the spread of COVID-19 through ongoing discussions with management as new Health Orders are released. Additionally, the District maintains its Injury and Illness Prevention Program which has been recently updated to include infection prevention measures.

If an employee is directly exposed to COVID-19, the District will ask that they quarantine for 14 days.

**6. Matters Initiated:**

- a. ASM Schneider provided a brief PowerPoint presentation “*Update on Hours Reported and Worked*” for each District department by pay type and employee type.
- b. HR will be rolling out a new District Organizational Chart.
- c. A committee has been organized to review District holidays.
  - Chair Wilson suggested the addition of some Jewish holidays, such as the day before Passover, Rosh Hashanah and Yom Kippur.

**7. Adjournment:** The meeting was adjourned at 4:01 p.m.