

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

DRAFT MINUTES

**TUESDAY, OCTOBER 13, 2020
3:00 P.M.**

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: Beth Wilson, Maryalice Faltings

LARPD Staff Present: Mat Fuzie, Allie Ikeda, Fred Haldeman, Jeffrey Schneider, Jill Kirk, Jessie Masingale, Joseph Benjamin, Julie Dreher, Linda VanBuskirk, Megan Shannon, Nancy Blair, Natalie Kaaiawahia, Patrick Lucky, Robert Sanchez, Vicki Wiedenfeld

Others Present: Stacey Swanson

1. Call to Order:

Chair Furst called the meeting to order at 3:02 p.m.

2. Public Comment:

There were no comments from the public.

3. Approval of the Minutes of the Personnel Committee Meeting held on July 14, 2020:

The meeting minutes of July 14, 2020 were approved unanimously.

4. Process Recap of Recent Organizational Changes: (Discussion)

The Committee received a report from Administrative Services Manager Jeffrey Schneider regarding organizational changes that were approved by the Board of Directors on September 22, 2020 and which took effect on October 4, 2020.

Organizational changes included the following:

- Out of 137 benefited people, 27 were let go or approximately 20% of benefited staff; 10 were impacted by either a change to a lower benefit tier (full-time to part-time benefited) or a revised job classification. A total of roughly 37 people were impacted by the actions taken.
- Current full-time, non-exempt staff moved from 40 to 38 hours per week, and part-time benefited staff moved from a maximum of 32 to a maximum of 28 hours per week.

- The 4% District match to the Governmental 457b plan for benefited part time and regular staff has been suspended.

ASM Schneider discussed the potential next steps for the HR team to pursue, including two new District Notices addressing employee leaves and holidays, and looking into cost saving measures such as mandatory furloughs for staff (during Thanksgiving and Christmas).

No Committee action was taken.

5. **Upcoming HR Initiatives:**

Human Resources Officer Megan Shannon and ASM Schneider reported on upcoming HR initiatives:

- Open enrollment will be held virtually this year and runs from November 30-December 11.
- Performance evaluation program: Supervisor trainings with Regional Government Services will move forward, also virtually.
- Re-evaluating the District Notices pertaining to holidays and administrative leave.
- Sexual Harassment Training for all staff.
- ACERA pension costs covered by a pension obligation bond
 - Due to the recent organizational changes, pensioned employees have been reduced from 56 to 43.

No Committee action was taken. However, the following action item was suggested:

- Please provide the Personnel Committee with a copy of the list that Ms. Shannon was referring to, above, via email.

6. **Matters Initiated:**

- a) Director Faltings commended staff for doing a very good job during a very difficult moment for the District. Chair Wilson concurred.
- a) GM Fuzie announced that Alameda County is anticipating moving into the Orange Tier of the State's Four-Tier Blueprint for a Safer Economy next week. LARPD now has permission to open playgrounds as of Friday, October 16, 2020. This will lead to a need to add back employees at some point, and this will be accomplished in a reverse order of the actions the District recently took.
- b) ASM Schneider announced that the District will see a spike in expenses in October totaling approximately \$98,000 for a one-time payout representing 3500 hours' worth of vacation pay due to the staff affected by the layoffs.

7. **Adjournment:** The meeting was adjourned at 3:52 p.m.