

LIVERMORE AREA RECREATION AND PARK DISTRICT

**DRAFT MINUTES**

**PERSONNEL COMMITTEE**

Tuesday, November 10, 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 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, Phil Pierpont

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

Others Present: Stacey Swanson

**1. Call to Order**

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 October 13, 2020:**

The minutes of October 13, 2020 were approved unanimously.

**4. Revision to District Notice 0001- Personnel Rules and Regulations- Holiday Pay: (Action)**

Administrative Services Manager, Jeffrey Schneider, presented to the Committee a revision of District Notice 0001. The proposal adds more flexibility and inclusiveness to all benefited staff when celebrating holidays. The group held a discussion regarding the proposed changes:

- The District plans to recognize nine (9) district holidays and six (6) floating holidays instead of the original thirteen (13) district holidays and two (2) floating holidays.
- Staff proposed that floating holidays be taken in full days off and not in hours (8 hours for full-time employees and 6 hours for part-time benefited employees).
- Discontinuing the practice of designating an alternate holiday within the same pay period if the initial holiday landed on an employee's day off.

If approved, these changes would be effective January 1, 2021. The proposed changes have been reviewed and recommended by the Personnel Commission on November 3, 2020.

The Committee approved, with edits communicated by Director Pierpont, and recommended that the revision to District Notice 0001- Personnel Rules and Regulations- Holiday Pay is to be taken to the Board for their consideration.

**5. Matters Initiated**

- A) Chair Wilson announced that the Livermore Cultural Arts Council will be hosting a conference with a guest speaker to discuss diversity and equality. The meeting will be held on December 2, 2020 at 6:00 p.m. Chair Wilson requested a Manager attend to represent LARPD.
- B) Megan Shannon, Human Resources Officer, announced Open Enrollment will be virtual this year (November 30, 2020 to December 11, 2020) and will be distributing material the first day of Open Enrollment. Human Resources will provide an in person meeting with employees if needed. Ms. Shannon announced that managers and supervisors will be completing the three course series, RGS Supervisor Academy, in December. Sexual Harassment training for all employees will be conducted via webinars tentatively scheduled for December 15, 2020.

**6. Adjournment**

The meeting was adjourned at 3:42 p.m.