

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

**Monday, February 12, 2024
2:00 p.m.**

**Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room**

Committee Members Present: Jan Palajac, David Furst

Staff Present: Michelle Kleman, Chelynn Watkins, Jill Kirk,
Linda VanBuskirk

Members of the Public Present: None

- 1. CALL TO ORDER:** Committee Chair Palajac called the meeting to order at 2:02 p.m.
- 2. PUBLIC COMMENT:** Chair Palajac opened the Public Comment period. There were no speakers, and the public comment period was closed.
- 3. APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON JANUARY 8, 2024:** The minutes of the Personnel Committee held on January 8, 2024 were approved unanimously as submitted.
- 4. UPDATE ON CLEAR IMPLEMENTATION:** The Personnel Committee received an update on the implementation of Clear, a new applicant tracking system (ATS). Human Resources Manager (HRM) Michelle Kleman and Senior Human Resources Analyst (SHRA) Chelynn Watkins gave the presentation to the committee. (The attached presentation provides detailed insights into the new system.)

HRM Kleman reported that Clear sits atop the existing HRIS system Kronos, originally designed for payroll, which has a cumbersome onboarding process needing improvement. SHRA Watkins collaborated with ClearCompany Talent Management to implement the ATS tracking system. The new system streamlines recruitment processes, ensuring efficiency and compliance, while consolidating all relevant information in one location. It addressed needs including recruitment process streamlining, employee skills and competencies tracking, reporting, legal compliance, and cost-effectiveness.

Key presentation highlights included why “The choice was Clear with ClearCompany (ATS)”

- 1) Training and policy implementation anticipated, with potential pushback.
- 2) Benefits outlined for streamlining recruitment/onboarding, including posting to multiple job sites, document management, UKG integration, reporting metrics, automated workflows, and transparency.

- 3) Comparison of the current vs. new workflow, emphasizing centralization in Clear. Managers/supervisors can view all stages of the hiring and onboarding workflow online.
- 4) Tracking of skills/competencies demonstrated, along with a sample “scorecard.”
- 5) Gave a demonstration <https://larpd.clearcompany.com/a/recruiting/dashboard> on the recruiting dashboard.

Committee Comments and Questions:

- a) Request to change the color on the REPORTING page for better visibility. Cannot see the writing in yellow. Suggested black for text.
- b) Where is clear located? [*On the East Coast*]
- c) PARF data clarification “the data on the position is not centrally housed” what does this mean? [*Position information not centrally housed, gathered from various locations.*]
- d) Is there a central coordinator on this? [*HR will serve until supervisors/managers become proficient.*]
- e) Anticipated reduction in hiring time to prevent losing good candidates.
- f) Streamlining processes for hiring casual employees during summer, addressing challenges.
- g) Payment responsibility for screenings is covered by LARPD.
- h) Analysis of external companies for hiring metrics, especially for higher-level positions.
- i) Is there a place where you can state why an application was placed on hold? [*Yes, through candidate notes.*]
- j) Implementing this now? [*Yes, it is underway.*]
- k) Concerns about potential risks, costs, and data export. What if this company goes upside down or if it becomes too expensive? [*HRM Kleman provided assurance on data export, and potential expansion beyond current functionalities. Would like to eventually see a program that can handle other things such as payroll, to get away from KRONOS. Clear has a performance management integrated system.*]

ACTION:

- The Committee expressed approval of the system and would like this info to come to the full Board as an informational item.

5. DIRECTORS’ AND/OR GENERAL MANAGER’S REPORTS OR ANNOUNCEMENTS:

- a) The Committee suggested the title of this item mirror that of the Board agendas to read as “Future Agenda Items/Matters Initiated/Announcements.”
- b) Director Furst asked for a review of some of what was discussed at the February 7th Special Board Meeting:Board Retreat, generally speaking.

6. ADJOURNMENT: The meeting was adjourned at 3:11 p.m.

/Lvb



LARPD
Personnel
Committee
January 2024

Agenda

Turnover

New sick leave

COVID

ACA/benefits

HR schedule for the next six months

What would the personnel committee like to see?

Development of compensation philosophy

Holiday Party re-cap

2023 Turnover – benefitted population

Summary	Percent	Avg. Length Yrs.
Terminated By Supervisor:		
DOUGLAS SOUSA	7.69 %	3.19
JOSEPH BENJAMIN	7.69 %	5.28
NANCY BLAIR	61.54 %	12.08
SCOTT STRAMAGLIA	7.69 %	0.34
Average Active Headcount Per Day		
Turnover Rate (Terminated/Average Active Headcount Per Day)	11.21 %	

2023 Turnover – entire population

Summary	Percent	Avg. Length Yrs.
Terminated By Supervisor:		
DOUGLAS SOUSA	16.67 %	2.58
FRED HALDEMAN	3.70 %	22.20
JOSEPH BENJAMIN	9.26 %	2.88
JULIE DREHER	5.56 %	3.91
NANCY BLAIR	44.44 %	5.34
PATRICK LUCKY	3.70 %	3.47
SCOTT STRAMAGLIA	1.85 %	0.34
VICKI DEBRUM WIEDENFELD	11.11 %	2.84
Turnover Rate (Terminated/Average Active Headcount Per Day 311)	17.36 %	

Points of Interest

- New sick leave – law adds 24 hours, we uploaded effective January 1. Will see the impact during flu season and summer months.
- COVID – reporting and tracking standards in place until February 2025. Uptick in COVID cases and RSV recently.
- ACA/benefits – two employees met the threshold of 1550 hours and were provided health benefits. Minimal changes to benefits in open enrollment.

Training

Cultural sensitivity (implicit bias, unsheltered examples, homeschoolers, pronouns, the balance between professionalism and being your authentic self at work)	?
Supervisor training - policies	1/11/2024
Supervisor training on CLEAR and recruitment best practices	2/15/2024
Feedback as a tool	August
Customer Service - Customer Care	?

HR Calendar

January	June
Policy training	Compensation prep
ACERA meeting	Compensation communications
February	July
Roll out CLEAR	Goal setting and cascade
Closed session with Board compensation	
	August
March	Picnic
Roll out LMS, brown bags	Benefits selections
All Hands	
April - May	
Summer staffing	

What Would YOU Like to See?

Points to Consider in Compensation Philosophy

- Most parks and recs do not expressly state a total comp philosophy – lead, lag, etc.
- It is standard practice to do a survey every 3-5 years.
- This is the first time that we have done a **total compensation survey**.
- Parks and Recreation tend to be labor intensive industries, staffing costs account for 55-60% of the operating budget of the typical park and recreation District.
- On average 46 % of its operating budget goes to park management and maintenance and 41% to recreation.
- 8.9 FTEs per 10K residents – with youth services included and requiring staffing ratios, we are in the ball-park
- 30% of our employees commute out of the Livermore and Tracy zip codes – i.e. most labor resides close to Livermore

Compensation Philosophy

A comprehensive compensation strategy attracts, retains, and motivates the workforce

To align with the Board of Directors' goal of being fully staffed and well trained, we recommend keeping total benefitted turnover at less than 10%

Be financially responsible with taxpayer funds

Align with other special districts on percentage of total budget allocated to compensation

Allow flexibility to adjust individual pay ranges as the market dictates between comp studies

Holiday Party

- Supervisors pulled together to create this event
- Broke from tradition
- Food truck, smores, hot chocolate bar, games, scavenger hunt, wreath decorating
- 95 employees

AND Santa Seth!