

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### MINUTES

Monday, January 8, 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:** Mat Fuzie, Jill Kirk, Michelle Kleman, Linda VanBuskirk,  
Pamela Healy, Julie Dreher

**Members of the Public Present:** None

1. **CALL TO ORDER:** Committee Chair Palajac called the meeting to order at 2:00 p.m.
2. **PUBLIC COMMENT:** Chair Palajac opened the Public Comment period. As no members of the public were present, there were no public comments. Chair Palajac closed the Public Comment period.
3. **APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON NOVEMBER 14, 2023:** The minutes of the Personnel Committee held on November 14, 2023, were approved unanimously as submitted.
4. **TURNOVER:** Human Resources Manager (HRM) Michelle Kleman gave a presentation to the Personnel Committee that covered agenda items 4-9 (copy attached).

Specific to our turnover rate as shown on the slides, General Manager (GM) Fuzie explained, ESS is high because our involvement in the ASES program changed (reduced), so several positions were eliminated. If we remove those positions from the total percentage, we are closer to 6% turnover rate. HRM Kleman commented, a turnover rate of less than 10% is considered good. She also noted, "Terminated by Supervisor" is Kronos system terminology to remove someone from the system, and not intended to imply negative term.

**Action:** This was a discussion only; no action was taken.

5. **NEW SICK LEAVE:**  
HRM Kleman shared that as of January 1, 2024, California law added 24 hours of sick leave for employees. The additional hours were front-loaded in the personnel system for all non-benefitted employees.

➤ **Action:** This was a discussion only; no Committee action was taken.

6. **COVID:** HRM Kleman shared, there has been a recent uptick in both COVID and RSV cases for staff. COVID reporting and tracking standards are in place until February 2025.

➤ **Action:** This was a discussion only; no Committee action was taken.

7. **ACA/BENEFITS:** ACA refers to the “Affordable Care Act”. HRM Kleman shared that two employees met the ACA threshold of 1550 hours and were offered and provided health benefits.

➤ **Action:** This was a discussion only and no Committee action was taken.

8. **HR SCHEDULE FOR THE NEXT SIX MONTHS** HRM Kleman reviewed several possible training topics for Committee discussion. HRM Kleman then reviewed a list of items on the HR calendar for the upcoming year.

**Committee Questions and Comments:**

- *Suggested changing the term “cultural sensitivity” to “cultural awareness”.*

➤ **Action:** This was a discussion only and no Committee action was taken.

9. **FUTURE AGENDA TOPICS (DISCUSSION)** Committee members discussed possible topics for future agendas.

10. **DEVELOPMENT OF COMPENSATION PHILOSOPHY** HRM Kleman briefly reviewed the District’s current compensation philosophy, and the Committee discussed the broader topic of employee compensation.

**Committee Questions and Comments:**

- Committee members discussed how to compensate those employees already at the top of their pay scale.
- At the appropriate time, can staff research options such as a one-time merit increase; how many employees would this impact?

➤ **Action:** This was a discussion only and no Committee action was taken.

11. **HOLIDAY PARTY RECAP** Administrative Assistant Pamela Healy shared her screen to display photos of the staff holiday party from the District’s Intranet. HRM Kleman gave a recap of the festivities.

12. **DIRECTORS’ AND/OR GENERAL MANAGER’S REPORTS OR ANNOUNCEMENTS:**  
There were no reports or announcements from the Directors or General Manager.

13. **ADJOURNMENT:** The meeting was adjourned at 3:05 p.m.

/ph