

# LIVERMORE AREA RECREATION AND PARK DISTRICT

## PERSONNEL COMMITTEE

### DRAFT MINUTES

Tuesday, November 12, 2024  
2:00 p.m.

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

**Committee Members Present:** Chair Jan Palajac, Director David Furst

**Staff Present:** Michelle Kleman, Human Resources Manager (HRM)  
Linda VanBuskirk, Executive Assistant  
Rene Venus Dalusong, Executive Assistant  
Chelynn Watkins, Senior HR Analyst (SHRA)  
Patrick Lucky, Aquatics Recreation Supervisor  
Kendahl Hettick, Financial Analyst

**Members of the Public Present:** There were no members of the public present.

1. **Call to Order:** Committee Chair Palajac called the meeting to order at 2:04 p.m.

1. **Public Comment:** Chair Palajac opened the Public Comment period. There were no speakers, and the public comment period was closed.

2. **Approval of the Minutes of the Personnel Committee held on October 14, 2024:**  
➤ **Action:** The minutes of the Personnel Committee held on October 14, 2024, were approved unanimously as submitted.

### 3. Employee Reviews

HRM Kleman gave a presentation on employee reviews. The presentation was included in the agenda packet. In her presentation, she explained the employee review process using Human Resources Information System and UKG/Kronos, the results, as well as the District's Leadership Academy.

#### Committee Comments and Questions:

- a) How long did it take for the reviews to be completed by Supervisors/employees? [*It varies by supervisors and staff communication styles.*]
- b) Are the reviews year-round? [*The reviews are done annually in the fall.*]

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- **Action:** This was information only; no Committee action was taken.

#### **4. Upcoming Performance Management Training**

HRM Kleman gave a presentation on Performance Management Training. The presentation was included in the agenda packet. She briefly touched on setting expectations, providing feedback and coaching, the formal process feedback, progressive discipline, and performance improvement plans.

##### **Committee Comments and Questions:**

- a) Are progressive disciplines and performance improvement plans filed in the individual's respective file? [Yes.]

- **Action:** This was information only; no Committee action was taken.

#### **5. Benefits Survey**

HRM Kleman and SHRA Watkins gave a presentation on the Benefits Survey. The presentation was included in the agenda packet. They provided information on the purpose and scope of the survey.

##### **Committee Comments and Questions:**

- a) The Committee members suggested including in the survey a clear explanation of the term "short-term disability".
- b) How many benefited employees work for the District? [*Between 115-125.*]
- c) Director Palajac suggested that the HR Team meet with each department/group to provide a clear understanding and answer questions regarding benefits.
- d) The benefits survey results will be discussed at a future Personnel Committee meeting.

- **Action:** This was information only; no Committee action was taken.

#### **6. Future Agenda Items / Matters Initiated / Announcements:**

- a) Director Palajac asked about future agenda items and what's on the December agenda. [*HRM Kleman announced budget, open enrollment recap; and future agenda items such as review of the draft Employee Handbook, and Recruitment 101.*]

#### **7. ADJOURNMENT:** The meeting was adjourned at 3:11 p.m.

Lvb/rvd