

LIVERMORE AREA RECREATION AND PARK DISTRICT

PERSONNEL COMMITTEE

MINUTES

Tuesday, August 13, 2024
2:30 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: Mathew Fuzie, General Manager (GM)
Jill Kirk, Community Services Manager (CSM)
Michelle Kleman, Human Resources Manager (HRM)
Linda VanBuskirk, Executive Assistant
Rene Venus Dalusong, Executive Assistant
Amber Maugeri, Senior Human Resources Analyst (SHRA)
Brenda Rios, Child Development Supervisor
Harmony Brockman, Child Development Supervisor

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 2:30 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 July 8, 2024:**
 - **Action:** The minutes of the Personnel Committee held on July 8, 2024, were approved unanimously as submitted.
3. **Recap of Summer Recruitment**

HRM Kleman gave a presentation to the Committee that covered an update on summer recruitment. The presentation was included in the agenda packet. Below is a brief summary:

Recap Metrics from May 1 – July 31

- Posted 41 Hiring Requisitions
- Received 1,200 applications
- Hired and onboarded 109

Hiring by Department

- Aquatics – 47

- Open Space – 21
- Other – 14
- Recreation – 11
- Youth Services – 15

Lessons Learned

- Efficiency utilizing fillable forms
 - Text messages expedited communication
 - Early career hires require additional guidance
 - Differences between internal and external hiring process
- **Action:** This was information only; no Committee action was taken. However, the following items were suggested:
- a) Present a Salary Update at a future Board of Directors meeting before the end of the year.
 - b) Provide information on titles/hierarchy to the Personnel Committee to understand organization levels.

4. Cornerstone Learning Management Software (LMS) Update

SHRA Maugeri gave a brief update regarding Cornerstone LMS. The presentation was included in the agenda packet. The new LMS assigns compliance training, allows benefitted employees to utilize pre-packaged training, and gives Human Resources and others in the organization the opportunity to create home-grown training. A variety of additional training courses will soon be added. Lastly, to help navigate the new LMS portal, a team of Cornerstone Ambassadors were created from each department. A brief of the presentation is as follows:

- **Setting Up Successful Learning for All Employees:** The year-round casual staff and influx of seasonal hires in the summer created a unique challenge when creating compliance-based training.
- **Learning History:** Time was carved out to import compliance training history prior to going live to ensure employees stayed on track with existing training cycles.
- **Communication is Key:** All avenues of communications were used to engage employees. The first week of going live, Human Resources had 47 employees logged in to the new system. As of Monday, July 12, the number jumped to 60.
- **All Staff Training Rollout Plan:** Mandated reporting and completing the employee handbook.
- **How to Keep the Momentum Going:** Visit each department/site to ensure all staff have logged in to LMS; continue setting up District email accounts for required positions; create a team of Cornerstone Ambassadors to assist employees in navigating the system.

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

5. Future Agenda Items / Matters Initiated / Announcements:

- a) CSM Kirk introduced the new Child Development Supervisors, Harmony Brockman and Brenda Rios.

6. ADJOURNMENT: The meeting was adjourned at 3:24 p.m.

Lvb/rvd