

**LIVERMORE AREA RECREATION AND PARK DISTRICT**

**MINUTES**

**REGULAR MEETING**

**WEDNESDAY, MARCH 16, 2011**

**ROBERT LIVERMORE COMMUNITY CENTER  
4444 EAST AVENUE, LIVERMORE, CALIFORNIA  
7:00 P.M.  
CRESTA BLANCA BALLROOM**

**DIRECTORS PRESENT:** Director Faltings, Director Hutchinson, Director Turner, Director Wilson and President Goodman

**DIRECTORS ABSENT:** None

**STAFF MEMBERS PRESENT:** Tim Barry, Michael Kyle, John Lawrence, Gretchen Sommers, Carolyn Ulrich

- 1. CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE**  
Meeting was called to order by President Goodman at 7:03 p.m. All Directors were present.
- 2. PUBLIC FORUM**  
President Goodman opened public comment. No public comment. President Goodman closed public comment.
- 3. CONSENT AGENDA**
  - 3.1 BOARD MINUTES**
    - 3.1.1 Meeting of February 23, 2011.
  - 3.2 COMMUNICATIONS**
    - 3.2.1 General Manager's Monthly Report (64/8).

Moved by Director Wilson, seconded by Director Turner, the Consent Agenda passed 5-0.
- 4. CONSENT AGENDA RESOLUTIONS**  
None.
- 5. BIDS AND PUBLIC HEARINGS**  
None.
- 6. OLD BUSINESS**  
None.

**7. NEW BUSINESS**

**7.1 RESOLUTION OF APPRECIATION FOR CAROLYN ULRICH**

President Goodman stated that the Board will present a Resolution of Appreciation commending Carolyn Ulrich on the occasion of her retirement from LARPD.

General Manager Barry stated that the District has the unfortunate task of saying goodbye to Carolyn Ulrich, who has been LARPD's Human Resources professional for many, many years. Mr. Barry said that Ms. Ulrich has done a wonderful job and that she is a wonderful person.

Moved by President Goodman, seconded by Director Faltings, Resolution No. 2279, commending Carolyn Ulrich on the occasion of her retirement from LARPD, was adopted by the following roll call vote:

President Goodman read a portion of the resolution and presented it to Ms. Ulrich.

**AYES:** *Turner, Wilson, Faltings, Hutchinson and President Goodman*  
**NOES:** *None*  
**ABSTENTIONS:** *None*  
**ABSENT:** *None*

**7.2 RESOLUTION OF APPRECIATION FOR MIKE GUTIERREZ**

President Goodman stated that the Board will present a Resolution of Appreciation commending Mike Gutierrez on the occasion of his retirement from LARPD.

General Manager Barry spoke about Mike Gutierrez's 46 years of service to the District, noting that he is the longest serving LARPD employee of all time.

Moved by President Goodman, seconded by Director Faltings, Resolution No. 2280, commending Mike Gutierrez on the occasion of his retirement from LARPD, was adopted by the following roll call vote:

**AYES:** *Wilson, Faltings, Hutchinson, Turner and President Goodman*  
**NOES:** *None*  
**ABSTENTIONS:** *None*  
**ABSENT:** *None*

President Goodman read a portion of the resolution and presented it to Mr. Gutierrez.

**7.3 JOB DESCRIPTION AND SALARY RANGE FOR HUMAN RESOURCES TECHNICIAN**

President Goodman stated that the Board will consider approving a new job description and salary range for the part time classification of Human Resources Technician.

General Manager Barry reported that this is a new job description. He said that, for the past several years, the District has employed at part time Administrative Aide, who has been very valuable in the department, particularly as Human Resources has become more complex. Mr. Barry said that it is now time to have a classification for this position which is higher than what the position currently is, and that there is a need for a job description that better describes what the position does. Mr. Barry noted that it has become clear that the

District needs more depth in Human Resources in order to protect the District's interests. He said that the resources of the current position of administrative Aide will be used to pay for the position. Mr. Barry referred to the job descriptions for Administrative Aide and Human Resources Technician, and pointed out the differences in the two job descriptions. He also referred to the market survey of comparable positions in this area, as well as the District's internal pay scales of different part time positions. Mr. Barry noted that the market studies show that the responsibilities being assigned to this position are often found in full time positions in other agencies. He recommended approval, and stated that the Personnel Commission and Personnel Committee both recommended approval by the Board.

President Goodman opened public comment. No public comment. President Goodman closed public comment.

Moved by Director Faltings, seconded by Director Hutchinson, to adopt Resolution No. 2281, approving a new job description and salary range for the part time classification of Human Resources Technician.

Director Faltings stated that she thinks it is important to call out the specific expertise that this job needs. She said that Human Resources gets increasingly complicated and convoluted.

Resolution No. 2281, approving a new job description and salary range for the part time classification of Human Resources Technician, was adopted by the following roll call vote:

<b>AYES:</b>	<i>Faltings, Hutchinson, Turner, Wilson and President Goodman</i>
<b>NOES:</b>	<i>None</i>
<b>ABSTENTIONS:</b>	<i>None</i>
<b>ABSENT:</b>	<i>None</i>

#### **7.4 REVISION TO PERSONNEL RULES AND REGULATIONS**

President Goodman stated that the Board will consider approving a revision to the District's Personnel Rules and Regulations.

General Manager Barry reported that the proposed revision was presented to the Personnel Commission and the Personnel Committee, both of which recommended approval by the Board. Mr. Barry said that it has become necessary to better define a "flexible schedule" and to differentiate it from a "split shift" in the District's Personnel Rules and Regulations. He explained that LARPD's ESS Coordinators have flexible schedules, due to the programming schedule. Mr. Barry said that this matter was raised by a staff member who wished for clarification; hence, we are addressing it in the Rules and Regulations.

Moved by Director Hutchinson, seconded by Director Faltings, to adopt Resolution No. 2282, approving a revision to the District's Personnel Rules and Regulations.

Director Faltings said that she is in favor of this, and that she applauds staff for rising to the occasion and clarifying a point that had been unclear. Director Wilson agreed that it was a good clarification.

Resolution No. 2282, approving a revision to the District's Personnel Rules and Regulations, was adopted by the following roll call vote:

**AYES:** *Hutchinson, Turner, Wilson, Faltings and President Goodman*  
**NOES:** *None*  
**ABSTENTIONS:** *None*  
**ABSENT:** *None*

**7.5 REVISED JOB DESCRIPTION FOR ESS COORDINATOR**

President Goodman stated that the Board will consider approving a revised job description for the full time classification of ESS Coordinator.

General Manager Barry reported that the proposed revisions were reviewed and recommended for approval by the Personnel Commission and the Personnel Committee. He stated that the District has updated job descriptions methodically to meet legal requirements, etc. each time the need arises to revise a job description. He said that the ESS Coordinator job description change is being proposed to address, specifically, the flexible schedule item discussed in the previous agenda item. He also discussed a clarification that is being recommended in the Minimum Qualifications section of the job description. Mr. Barry referred to the attached job description, on which the revisions were highlighted.

Directors asked about the following: timeline and requirements for TB test clearance (Supervisor will be asked to investigate further); question as to whether the Board should postpone voting on this until the TB question is answered (GM Barry recommended proceeding with approval; staff will check on the inquiry and will bring it back for another vote if necessary; staff will report back on the questions); suggestion that perhaps the Program Committee should discuss it; and an inquiry about the title of the ESS Coordinator position, commenting that the District has been moving towards making more specific job descriptions, and it seems like the job title should delineate who the boss is (GM Barry said that the title is accurate because the ESS Coordinators' authority is limited to the sites at which they work; Supervisors oversees multiple sites and groupings).

Moved by Director Wilson, seconded by Director Turner, Resolution No. 2283, approving a revised job description for the full time classification of ESS Coordinator, was adopted by the following roll call vote:

**AYES:** *Turner, Wilson, Faltings, Hutchinson and President Goodman*  
**NOES:** *None*  
**ABSTENTIONS:** *None*  
**ABSENT:** *None*

**8. COMMITTEE REPORTS**

Director Wilson reported on her attendance at the March 2 Livermore Cultural Arts Council (LCAC) meeting. Topics included: fundraising alternatives, with funding going toward arts education; tuba group that performed at Mendenhall Middle School; the Canary newsletter, which has been mailed for many years, will now include a web-based version as well; and upcoming performances.

Director Faltings inquired about information in the February 24 Program Committee minutes; she asked who has hired On Your Mark Events to work on the Run for the Parks fundraising event.

General Manager Barry replied that LARPD staff hired the company, as LARPD is handling the financial piece of that.

**9. MATTERS INITIATED/ANNOUNCEMENTS BY THE DIRECTORS**

1) Director Faltings reported on her attendance at the California Park and Recreation Society (CPRS) annual conference in Sacramento last week. She said that she attended several sessions, including ones on the following topics: customer service; when dog parks aren't enough; new laws for playgrounds and spray parks and universal access; what is going on in the State Legislature; and commissioners and board members. She also visited the exhibit hall of vendors.

2) Director Faltings announced that reservations are open for the May 1 Ravenswood Victorian Tea. She said that there is a reservation form on the LARPD website and that people may contact her as well. She said that it is a popular event that sells out rapidly.

3) Director Turner said that she was unable to attend the Ravenswood Progress League (RPL) meeting but was able to report on the meeting topics, which included: signage about smoking and commendations to the LARPD maintenance staff for taking care of maintenance issues.

4) Director Goodman announced that next Wednesday the Lawrence Livermore National Laboratory Science and Engineering Fair will take place at the RLCC. He said that the talent that the middle and high school kids have is amazing. He encouraged the public to attend.

**10. MATTERS INITIATED/ANNOUNCEMENTS BY THE GENERAL MANAGER**

1) General Manager Barry announced that the LARPD summer recreation guide is now available. He encouraged the public to look in their mailboxes and on the LARPD website, and to register early and often for LARPD activities.

2) Mr. Barry announced the Run for the Parks fundraising event on April 17, and said that the rock gym volunteers are assisting the District with it.

3) Mr. Barry reported that LARPD held its annual employee recognition event today, during which staff received service and longevity awards. He said that LARPD is lucky to have talented and loyal staff and that you can't buy the kind of talent and experience found at the District.

**11. ADJOURNMENT**

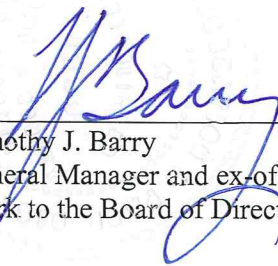
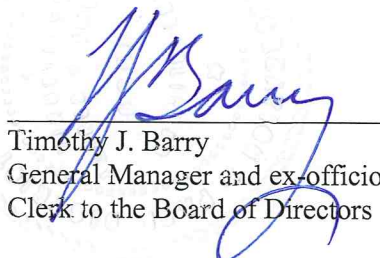
Meeting adjourned at 7:40 p.m.

APPROVED,



Steve Goodman  
President, Board of Directors

ATTEST:



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Timothy J. Barry  
General Manager and ex-officio  
Clerk to the Board of Directors