



DATE: 5/21/2020
TO: Board of Directors
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Personnel Committee Report

Attendance:

Personnel Committee Chairperson Julie VanRockel
Personnel Committee Member Mary Bellefeuille
District Manager Dan Efseaff
Assistant District Manager Kristi Sweeney
Park Operations and Volunteer Coordinator Sophia Munoz-Oliverez

The meeting convened at 4:32 pm.

The Personnel Committee met to review and discuss the following for full Board of Directors consideration and possible approval:

1. Discuss Revised 2020-21 Salary Scale Schedule

Staff presented current organizational chart demonstrating filled and vacant positions in the District and current salary scale. Staff proposed several scenarios for salary increases for staff. The Committee asked numerous questions and asked that staff provide a calculation of costs associated with proposed increases when presenting to the full Board.

Recommendation: *The committee recommend that the full Board consider a wage increase for staff of 2.5% beginning July 1, 2020, and a second 2.5% increase beginning January 1, 2021.*

2. Revised Job Descriptions

- a. Administrative Assistant I, II, and III
- b. District Volunteer

Staff presented the new, streamlined Administrative I, II, and III as a streamlined series job description. Committee members asked questions of staff. Personnel Committee suggested adding descriptions related to HR tasks associated with the Admin positions and after the edit bring the job description before the full Board for adoption.

Staff also presented a draft of the long-term Park Steward Volunteer job description. The Committee suggested some edits to make the job description applicable to any park and/or event and more clearly identified as a volunteer position.

3. District Volunteer Guidebook

Staff presented a draft copy of the Volunteer Guidebook and invited comments and feedback on the draft guide.

4. Nondiscrimination Notice Under the Americans With Disabilities Act

Staff provided an overview of the need for a named ADA Coordinator on District Staff, the origin of the Nondiscrimination Notice, and District plans to draft a transition plan to ensure ADA compliance across District staff, programs, parks and facilities on a planned schedule of improvement. The Personnel Committee recognized the legal requirements of the notice, ADA Coordinator assignment, and transition plan.

