



# Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles by providing safe parks and innovative and fun recreation programs for all residents.

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Stacey Kennington  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

### Policies and Personnel Committee Minutes Monday, January 22, 2024 6:30 p.m. Administrative Office-Board Room 401 Amador Street

**In Attendance:** Director Briseño, Director Kennington General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

**Meeting Began:** 6:30 pm

#### Public Comment

None.

#### 1. Policy Review:

- Policy 1010, Adopt/Amendment of Policies (Amended)
  - The Human Resources Director (HR Director) let the Committee know the sentence “Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any District Director or by the General Manager.” was removed and the sentence “Any member of the board of Directors or the General Manager may initiate the adoption of a new policy or an amendment to an existing policy.”
  - The Committee discussed the addition of the sentence “After the committee has considered the adoption or amendment of any policy during two committee meetings...” and Director Briseño said it reads as though a policy must be discussed during two committee meetings before going to the board of directors. The Committee agreed to add “up to” two committee meetings.
  - Director Briseño suggested to add verbiage regarding possible meet and confer with the unions, if applicable.
  - Next Step: Make changes and request approval during the February 8, 2024, board meeting.



- Policy 3076, Child Abuse and Neglect Prevention and Reporting (New)
  - The HR Director let the Committee know that the policy that was submitted in November and was reviewed by legal was totally revised. Director Kennington asked if the revised policy aligned with the Vallejo School District policy and HR Manager responded that GVRD policy has more information, such as definitions and examples, reporting procedures, anti-retaliation, false allegations, and other information, and that it is mirrored after California law.
  - Next Step: Distribute to employees and add to Policy Manual.

## 2. Discussion Items:

- Policy and RR 5010, Board Meeting Agenda
  - HR Director suggested changing “Any Director may call the General Manager and request any item to be placed on the agenda from no later than ten (10) business days” to no later than “six (6)” business days. Director Briseño agreed.
  - Director Briseño suggested the Committee discuss the board of directors needing a consensus before adding items to the agenda in the past.
  - Next Step: Put on Agenda to discuss during the February 26 Policy and Procedures Committee meeting.
- Part-Time Employee Pay Scale Change
  - HR Director let the Committee know that the starting pay rate for part-time facility maintenance workers was increased from \$18.75/hour to \$22.25/hour for internal equity and to compete with the market. The facilities department was losing too many employees to the Recreation Department, which hired their part-time assistant coordinators at \$22.25/hour.
- How to Change a Policy Flow Chart
  - Director Briseño suggested we add verbiage regarding possible meet and confer with the unions, if applicable.
  - Director Briseño suggested we add that the policy can go before the Board of Directors if it is reviewed by the Committee at least two times (to align with the policy change).
  - Director Briseño suggested that the Policy Flow Chart be posted on the boardroom wall. It was agreed the suggestion was a good idea.
  - Next Step: Make changes and post on board room wall.

Meeting Adjourned at 7:15 pm