MINUTES
October 10, 2019

Greater Vallejo Recreation District Board of Directors
Regular Meeting
395 Amador Street
6:30 p.m.

1) Call to Order
Vice-Chairperson Lea called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:31pm, October 10, 2019 in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) Pledge of Allegiance

3) Roll Call
Present: Vice-Chairperson Sheryl Pannell Lea, Directors; Gary Salvadori, Wendell Quigley and Robert Briseno.
Staff: General Manager Gabe Lanusse; Interim Finance Director, Penny Harman; Legal Counsel, Gary Heppell; Recreation Superintendent, Phillip McCoy; Maintenance Superintendent, Salvador Nuno; Board Clerk, Kimberly Pierson
Excused: Chairperson Ron Bowen

4) Approval of Agenda
Director Quigley offered the motion, seconded by Director Briseno to approve the agenda. Motion passed unanimously. Director Bowen was absent for the vote.

5) Presentations:
A) Homelessness in our Parks – Salvador Nuno
Maintenance Superintendent, Salvador Nuno did a presentation on homelessness in our parks. Acting Park Supervisor, Eric Vlnar was available for questions.
6) **Public Comment:** None
   At this point on the agenda, members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

7) **Consent Calendar:**
   Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

   A) Approve Board Minutes-September 28, 2019
   B) Accept the Facility and Development Committee Minutes – September 23, 2019
   C) Accept the Programs and Publicity Committee Minutes – September 16, 2019
      Director Quigley offered the motion, seconded by Director Briseno to approve the consent calendar. Motion passed unanimously. Director Bowen was absent for the vote.

8) **Financials:**
   A) Approval of Financial Statement as of 9/30/19 (Harman)
      Director Quigley offered the motion, seconded by Director Briseno to approve the financial statement as of 9/30/19. Motion passed unanimously. Director Bowen was absent for the vote.
   B) Approval of Payment of Bills 9/1/19 through 9/30/19 (Harman)
      Director Quigley offered the motion, seconded by Director Briseno to approve the payment of bills 9/1/19 through 9/30/19. Motion passed unanimously. Director Bowen was absent for the vote. Director Salvadori recused himself from the vote.

9) **New Business:**
   A) Approve job description and pay scale for the new Project Manager position. (Halcro)
      Comments: Director Briseno questioned if we have looked at bringing in a consultant. GM responded that according to his research it would be roughly $30-$50 thousand more for a private even more for an project based. Director Salvadori offered the motion, seconded by Director Quigley to approve the job description and pay scale for the new project manager position. Motion passed unanimously. Director Bowen was absent for the vote.
   B) Approve job description and pay scale for the new Sports Coordinator position. (Halcro)
      Comments: Director Quigley asked if the sports complex goes away, would we have enough work for this position. Director Quigley offered the motion, seconded by Director Briseno to approve the job description and pay scale for the new sports coordinator. Motion passed unanimously. Director Bowen was absent for the vote.
10) **Old Business:** None

11) **Administrative Items:**
   A) **Approve “First Read” of Policy #2230-Degrees of Relationship of Employees. (Halcro)**
   After some discussion, Director Quigley offered the motion, seconded by Director Salvadori to approve the first read of Policy #2230 Degrees of Relationship of Employees with minor language changes. Motion passed unanimously. Director Bowen was absent for the vote.

12) **Reports:**

    **General Manager**
    - Dana Shigley will be assisting the finance department with generating reports.
    - A few master plan bids have come in, as well as some bids for a classification study. We will put together a matrix.
    - We are planning an all staff meeting for December 5th, which will include a training on diversity.
    - I recently spoke at the Glen Cove community meeting. Some feedback they gave was requesting some shade near the park benches.
    - I would like to plan a board retreat for some time in December. I will survey the board for topics.

    **Human Resources**
    **Open Positions:**
    - We are currently updating the job description for the finance director position. We will start recruitment once all updates and approvals have been completed.

    **Updates to HR Suite:**
    - Casey and Loralei have moved offices. There is now a private conference room for employee meetings.

    **HRIS Updates:**
    - HR has now taken basic steps to see what’s out there. We have had two demonstrations.

    **Classification Study Update:**
    - GVRD received three responses from the RFP for our Classification Study. Cost estimates range between $50k and $81K.

    **Policy Update:**
    - HR and GM have updated Policy #2230 for board first read.

    **Admin:**
    - We are going to do a diversity training for employees on Dec. 5th. I’ve hired an outside consultant that I’ve done trainings with before. He and I will co-create the curriculum.
    - We’ve also rolled out the anti-harassment training for full time staff. Now we can start looking at how we are going to roll it out to part time staff as well.
    - There has been some conversations about what level of information the board wants to know with regard to job descriptions. In one committee the feedback
was that board members wanted to know less, just kind of the nuts and bolts of what we’ll have the person do. In another committee the feedback that was given was that the board wants to know more information about job description and be able to approve a full job description. I’m planning to talk to the Policies and Personnel Committee to develop a plan for what we should be sharing with the board, so we’re not overwhelming you but also keeping you informed.

Admin
- Staff is working with eTrak and providing information using DropBox. eTrak will use the information provided to create our database.

75th Anniversary Celebration
- The next 75th Anniversary Gala Dinner Committee meeting will be held on 10/16/19 at 10:30 a.m. The event is less than a month away.

Special Events
- The Kid Zone at Vallejo Waterfront Weekend was a great success. Staff gave out lots of 75th Anniversary sway and flyers.
- Field Trips at Children’s Wonderland started this week.

Cunningham Pool
- We are currently hosting Jesse Bethel, Benicia and St. Patrick’s water polo teams at the pool.

Mare Island Sports Complex
- Our 3rd Annual Free Kid’s Day took place on September 28!

Youth Department
- We have Teenchella coming up and also a Laser Tag event taking place at Nightmare on Glenn Street.

Community Centers
- New Classes: Vallejo Community Center has a new youth self-defense class, Urban Paint Party class at South Vallejo Community Center, and a multicultural art class at North Vallejo Community Center. Foley Cultural Center has a new Zumbini Class.

Maintenance Superintendent Board Report

Facilities
- Pool: We put the RFP out, it’s posted in the newspaper, CSDA, and was sent to contractors. It will close in November, we’re anticipating to get a few responses.
- Grant Mahony: Staff worked this week to clear the building in preparing for asbestos removal.
- Dan Foley: Getting estimates to have the HVAC system replaced.

Parks
- We’ve been working with the City of Vallejo tree inspector to identify hazardous trees in the park. Some of the funding was approved by the City Council.
- This is the 3rd year that park staff has assisted with setting up the Waterfront Weekend.
- Bay Area Ridge Trail installed new markers and signs at Glen Cove and Blue Rock Park, they will also do Glen Cove Waterfront Park.
• Children’s Wonderland Playground-The firetruck and Cinderella Coach were removed from the park and taken to the auction. The auction will take place on the 25th and 26th. Recreation staff helped with getting the information posted on Facebook.
• I’ve asked the playground company that is doing the install of the new playground, for an estimate for shade structures.
• Visitor Services coming to an end this weekend.
• We met with representatives from EcoGreen Solutions. They are proposing possible cost savings on lighting costs. I will present at the next Facility and Development Committee meeting.

13) Announcements and Comments from Board Members
Director Briseno announced that the next chamber meeting is coming up at Avery Greene, can we make sure someone is there to promote the 75th Gala Dinner.

14) Executive Session:
At 9:03 p.m. Vice-Chair Lea convened to executive session

A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: Legal Counsel - Pursuant to Government Code Section 54957(b)(1).

At 9:20 p.m. Vice-Chair Lea re-convened to regular session to report:
A) The board gave information to the General Manager and HR>

15) Meeting Adjourn
Director Quigley offered the motion, seconded by Director Briseno to adjourn the meeting at 9:21 p.m. Motion passed unanimously. Director Briseno was absent for the vote.

Next meeting: October 24, 2019

Robert Briseno, Board Secretary

Date

10/24/2019
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<th>ATTENDANCE SHEET</th>
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**DATE OF MEETING,** October 10, 2019-6:30pm

Kimberly Peterson 10/11/19

Clerk of the Board  Date
Greater Vallejo Recreation District  
Board of Directors Meeting  
Sign in Sheet  
Thursday, October 10, 2019 6:30pm  
Administration Office Board Room

*Signing in for this meeting is voluntary*

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