



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and*

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Sheryl Pannell Lea
Adjoa McDonald

General Manager
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. *Due to the current closure of the district office, documents will be available electronically at <https://www.gvrld.org/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA
July 8, 2021
6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings

(The Zoom platform is ADA compliant)

The public may attend and make a public comment by visiting:

<https://zoom.us/j/622641170>

You may also call in at +1 669 900 9128 US - Meeting ID: 622 641 170

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Kimberly Pierson at 707-648-4604.

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Approval of Agenda

5) Public Comment:

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

6) Presentation:

A) Overview of the Policy Making Process (Halcro)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

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 item will be removed from the consent calendar and will be considered separately.

- A) Approve Board Minutes-June 24, 2021
- B) Accept the Policy and Personnel Committee Minutes-June 14, 2021
- C) Accept the Budget and Finance Committee Minutes-June 21, 2021

8) Staff Reports-Informational Only:

- A) Maintenance Superintendent
- B) Finance Director
- C) Human Resources
- D) Recreation Department
- E) General Manager

9) Executive Session: Will be held via Zoom breakout room

A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

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

10) Report out of Executive Session:

11) New Business:

A) Approve Updates to Policy 2030 Holidays-Adding Juneteenth and Changing Columbus Day to Indigenous Peoples' Day (Halcro)

B) Approve Memorandum of Understanding between Greater Vallejo Recreation District and Service Employees International Union (SEIU) Local 1021 for 2021-2023. (Lanusse-Halcro)

12) Administrative Items:

Nominate and accept the slate for standing Board of Director Committee Assignments for 2021/2022

Standing committees for fiscal year 2021-2022:

- Inter-Agency Committee
- Facility & Development Committee
- Policies & Personnel Committee
- Budget & Finance Committee
- Programs & Publicity Committee

13)Announcements and Comments from Board Members:

14)Meeting Adjourn:

Next meeting: July 24, 2021



How to change a policy

AT GREATER VALLEJO RECREATION DISTRICT

DO YOU WANT TO CHANGE A POLICY?

NO WAY

Yay! No more work needed!

YES PLEASE

Write redlined edits to the current policy.

Ask the HR Manager or the General Manager to add it to the agenda for the next Policy and Personnel Committee.

Present the policy edits to the Policy and Personnel Committee and answer questions as necessary.

This requires a meet and confer with Represented Employee Unions. Union feedback to be incorporated into Policy change edits.

YES

Does this policy change impact working conditions?

Incorporate feedback from the Policy and Personnel Committee into the policy edits.

NO

Ask GM or Board Clerk put policy change on next board meeting once all necessary meetings have taken place.

Provide GM and Board Clerk with Board Report for First Read of Policy Change.

Present to Board of Directors. Did BOD approve First Read?

YES

HR updates Policy Manual and resends to employees.

YES

Present to Board of Directors. Did BOD approve Final Read?

Provide GM and Board Clerk with a Board Report for Second/Final Read





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Greater Vallejo Recreation District Board of Directors

MINUTES
June 24, 2021
6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings
(The Zoom platform is ADA compliant)

1) **Call to Order**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., June 24, 2021.

2) **Pledge of Allegiance**

3) **Roll Call**

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori, Directors; Sheryl Pannell Lea, Ron Bowen and Adjoa McDonald

Staff: General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Finance Director, Penny Harman; Human Resources Manager, Casey Halcro; Interim Recreation Superintendent Antony Ryans and Board Clerk, Kimberly Pierson

Excused: Maintenance Superintendent, Salvador Nuno

4) **Approval of Agenda**

One change: move the two new business items after Executive Session. Director Bowen offered the motion, seconded by Director Salvadori to approve the agenda with one change. Roll call vote: ayes: Directors: Briseno, Lea, Salvadori, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

5) **Public Comment:**

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

Jameelah Hanif – Special Event Application

Meg Luce – Roller Derby

Nicole Worthman – Roller Derby

6) Presentations:

A) Introducing Betty DalPorto, Accounting Specialist (Harman)

Finance Director Harman introduced and congratulated Betty DalPorto on passing her probationary period.

B) Overview of the CalPERS Program – Josh Robinson

Presentation on the CalPERS pension program

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-June 10, 2021

B) Accept the Board Retreat Minutes-June 5, 2021

C) Accept the Programs and Publicity Committee Minutes – June 7, 2021

Director Bowen offered the motion seconded by Director Lea to approve the Consent Calendar. Roll call vote: ayes: Directors: Briseno, Lea, Salvadori, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

8) Financials:

Presentation of the 2021-2022 Budget (Harman)

Finance Director Harman gave an update on the budget review process.

9) Public Hearing:

Public Hearing Opened: 7:29pm and Closed: 7:30pm. No public comment was made.

10) Staff Reports-Informational Only:

A) Maintenance Superintendent-Given by the General Manager

- Announced the completion of a project to remove a power poll from Richardson Park. The space can now be utilized as a soccer field.
- Announced an upcoming event at Hanns Park to discuss a proposed Disc Golf course.

B) Finance Director

- Provided an update on the new Arc-Time tracking software.

C) Human Resources

- Gave an update on the upcoming transition to a new Human Resources Information System (HRIS)
- Provided an update on current recruitment for open Full-Time positions.
- Provided an updated on the status of labor negotiations.

D) Recreation Department

- Gave an update on summer camp registrations.
- Provided an update staff changes

- Announced that beginning July 5th Cunningham Pool will have recreation swim and drop-in lap swim.
- Gave an updated on Community Center events and classes.

E) General Manager

- Provided an update on City of Vallejo impact fees.
- Provided an update on shade structures for Cunningham Pool.

11) Executive Session: At 7:54p.m. Chairperson Briseno convened to executive session held via Zoom breakout room.

A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations; pursuant to Government Code section 54957.6

B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

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

12) Report out of Executive Session:

At 9:31p.m. Chairperson Briseno convened to regular session and reported the following:

Item A-Information given to the Board. Guidance given.

Item B- Information given to the Board. Direction given

Item C-Information given to the Board. Direction give.

13) New Business:

A) Resolution 2021-03 of the Board of Directors of the Greater Vallejo Recreation District to Adopt the Annual Operating Budget for Fiscal Year 2021-2022 (Harman)

Director Bowen offered the motion to approve Resolution 2021-03 to adopt the annual operating budget for fiscal year 2021-2022. Roll call vote: ayes: Directors: Briseno, Lea, Salvadori, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

B) Approve Memorandum of Understanding between Greater Vallejo Recreation District and IBEW Local 1245 for 2021-2023. (Lanusse-Halcro)

Director Bowen offered the motion to approve the Memorandum of Understanding between Greater Vallejo Recreation District and IBEW Local

1245 for 2021-2023. Roll call vote: ayes: Directors: Briseno, Lea, Salvadori, Bowen, absent: none abstain: McDonald. Motion passed.

14) Administrative Items: None

15) Announcements and Comments from Board Members:

Director Bowen acknowledged how much fun he had at a recent Board-Executive team paint night event.

Director Briseno mentioned it was an excellent time and wanted to recognize staff for putting the event together. He also mentioned that there was not much of an opportunity to interact with staff. He would recommend having another event with more time allotted to get to know each other.

16) Meeting Adjourn:

Director Bowen offered the motion, seconded by Director Lea to adjourn the meeting at 9:35 p.m. Roll call vote: ayes: Directors: Briseno, Lea, Salvadori, Bowen, McDonald absent: none abstain: none. Motion passed unanimously.

Ron Bowen, Board Secretary

Date



Agenda 7-B

BOARD COMMUNICATION

Date: July 8, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting June 14, 2021

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the June 14, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from June 14, 2021



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Policies and Personnel Committee Meeting Monday, June 14, 2021

Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings

In attendance: Director Briseno, Director Pannell Lea, Human Resources Manager Manager Halcro, General Manager Lanusse

Meeting began: 10:00 am

1. Discuss Job Description for HR Coordinator

- a. The committee discussed possibilities for this new position, what would be the appropriate salary range, and how this position would help the District.

2. Discuss Job Description for Marketing and Social Media Coordinator

- a. The committee discussed possibilities for this new position, what would be the appropriate job responsibilities, what would be the appropriate salary range, to whom this position might report, and how this position would help the District.

3. Review New Policy for Sick Leave Donations

- a. The committee discussed the possibility of creating a new policy allowing employees to donate their accrued sick leave to other employees. This possible policy would be in addition to the catastrophic leave bank.

4. Review Updates to Policy #2315 – Code of Conduct

- a. Committee discussed possible updates/changes to Policy 2315. HR will reassess and bring this policy back to the Policy and Personnel Committee for further conversation at a future meeting.

5. Discuss Policy #2120 – Workers Compensation/Occupational Sick Leave

- a. Committee discussed possible changes/updates to Policy 2120. HR will create possible edits and bring this policy back to the Policy and Personnel Committee for further conversation at a future meeting.

6. Discuss Auxiliary Benefits Parity for At-Will Employees

- a. Committee discussed benefits parity for at-will employees and requested that HR return at a future meeting with more information, including the fiscal impact.

7. Discuss New Human Resources Information System (HRIS)

- a. HR gave the committee an update on the new HRIS and the process of implementing the Time Tracking module.

8. Update on Part-time Policy Manual

- a. HR updated committee to let them know that GVRD has contracted with an outside consultant to help update the Part-time Policy Manual.

9. Discuss GVRD Future Staffing Plans

- a. Attrition and reorganization
 - i. Committee discussed GVRD future staffing plans in light of COVID, natural attrition, and possibilities for future reorganization.

Meeting adjourned 11:41 am



Agenda 7-C

BOARD COMMUNICATION

Date: July 8, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: **Accept the Minutes from the Budget and Finance Committee meeting
June 21, 2021**

RECOMMENDATION

To accept the minutes from Budget and Finance Committee from the June 21, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Budget and Finance Committee Minutes from June 21, 2021.



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Budget and Finance Committee Minutes Monday, June 21, 2021

Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings

In attendance: Director Briseno, Director Salvadori,
General Manager Lanusse, Finance Director Harman

Meeting began: 1:30 PM

1. Final Budget - Fiscal Year 2021-2022

The Final Budget for Fiscal Year 2021-2022 is being presented to the Board for approval on Thursday, June 24, 2021. The committee held a brief discussion in that the budget is the same that was approved in draft form at the May 27, 2021 Board Meeting. General Manager Lanusse stated that fulltime raises were not included in this budget as union bargain is ongoing. To put any raises in the budget is considered "surface bargaining." We will reopen the budget for an amendment once the union contracts are completed.

2. Public Comments received by the General Manager

General Manager Lanusse shared that he had received 2 requests/comments from the public. The first is for an outdoor roller skating rink. The second is for a bicycle race track for BMX. These items will be discussed over the next year for consideration in the next FY's budget or a future one.

3. Proposed new full-time positions:

- a. Human Resources Coordinator**
- b. Social Media & Marketing Coordinator**

Human Resources Manager Halcro joined the meeting to present information on the cost of the 2 new proposed positions. These positions are expected to be on the agenda for the 1st Board Meeting in July for approval. When asked if by approving the Final Budget for FY 2021-2022, the Board would also be approving these 2 proposed positions, General Manager Lanusse stated that only the funding for the positions would be approved. If the positions are not subsequently approved, the funding would be absorbed elsewhere in the budget.

Adjourned at 2:15 PM



Maintenance Department Board Report

7/8/2021

Parks and Facilities

- Staff worked on getting the Parks for the 4th of July ready and also for the cleanup after.
- Roof Company completed the roof replacement of VCC, garage, and Amador restrooms.
- We had two large fallen trees at Hanns Park and Dan Foley Park; the City had a tree contractor to do the removal of these trees.
- Wilson Park- Staff worked on repairing an irrigation main water leak in the baseball field.
- Dan Foley Cultural Center- Contractor started working on the texture of the ceiling.
- Madren Field- Contractor completed the installation of section of bleachers.
- Highlands Park- Contractor will be working on upgrading the bocce ball courts to synthetic material.
- Hanns Park- There was a disc golf event to get feedback from players for the addition of a disc golf in this area.
- Grant Mahony Park- The City installed a new back flow preventer for the irrigation line.
- We have offered the Parks and the Facilities Supervisor positions to our top candidates; these positions will be filled soon.



Finance Department Board Report

07/08/2021

FY 2021-2022 Budget

- Now that the Board has approved the Budget for FY 2021-2022, I will start work on putting together the budget books. However, that cannot be completed until all union negotiations are completed and a budget adjustment is made to reflect any pay increases and/or benefit changes.

Treasury Now – Bank of the West

- We have processed our first Direct Deposit/Payroll Tax Payment through Bank of the West's new TreasuryNow software. Previously, we were using their WebDirect software. We continue to learn about the new software and its many features.

Arc Time Tracking

- We have also just processed our first payroll using the Arc Time Tracking software, for full time only. We are continuing to work with HR and Cougar Mountain Software to learn all we can about the system and to update them with issues we have encountered along the way. I especially appreciate Accounting Specialist Betty DalPorto for all her work with this new timekeeping system. Betty is tracking all issues that occurred while processing payroll and we will be going over everything with the Cougar Mountain team and with HR.

End of FY 2020-2021

- With FY 2020-2021 ending, we will be working with all departments to identify invoices coming in during July, and, possibly, August that are for services performed/goods purchased in the previous FY. We will be working to ensure that all appropriate charges are reflected in the FY 2020-2021 budget. We will also be working with the Youth Department to identify any outstanding invoices in order to get them placed into Accounts Receivable. Much appreciation to Accounting Assistant Dayna Asbury for her work in both the Accounts Payable Accrual and Accounts Receivable.



Human Resources Board Report

7/8/2021

Personnel Update:

- For the first time in over a year, we are recruiting for multiple full-time positions:
 - Recreation Superintendent
 - Parks Lead Worker
 - Parks Maintenance Worker I
 - Facilities Specialist
- We are very excited to announce that we've extended job offers for two positions that we'd previously had posted.
 - Facilities Supervisor
 - Parks Supervisor
- HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.
- Please also check out our new Recruiting Brochures for open full-time positions. As time allows, HR will work with staff to create similar recruitment materials for PT roles.

Classification Study:

- HR continues to work to finalize the classification study with various stakeholders.

Policy updates:

- HR and GM continue to work on policy updates and HR has reached out to Unions about possible policy updates in the near future.

HRIS:

- HR has teamed up with our Finance team to implement a new HRIS. We anticipate that it will be fully operational on the employee facing side this month. We have been able to get the time tracking module up and running and are testing it out with FT employees. Our first test run had a few bumps so we will continue testing this with FT employees before rolling this out to our PT staff.

Negotiations:

- HR and the GM have finished negotiations with IBEW and continue to negotiate new contracts with SEIU.

Training:

- HR and the GM are beginning the process of setting up training opportunities geared toward team and trust building for full-time employees.
- HR is working to ensure all employees are up-to-date on ongoing compliance with legally mandated trainings.



Recreation Department Board Report

07/08/2021

Youth Programs and Events:

- July is Parks Make Life Better Month! We encourage the community to visit our parks and programs.
- Movie Under the Stars will be held at CW on July 17th. The park will proceed with normal park operations, close, and reopen its gates at 7:30pm for a showing of Hook. This event is free to guests and concessions will be available to purchase for a nominal fee.
- GVRD Summer Camps and VCUSD camps are running smoothly. VCUSD camps will conclude on July 15th.

Sports:

- Coach O's Flag Football program is held at Dan Foley Turf field has a total of 37 participants registered.
- Hoop-it up Basketball clinic is held at Lake Dalwigk starts July 10th has a total of 31 participants registered.
- The Junior Tennis program held at the Amador courts has consistent numbers at 30 registered for the summer session.
- The All Sorts of Sports program begins on July 7th has a total of 10 participants registered in the program.

Aquatics:

- Beginning July 5th the following pool programs will resume, no registration required:
 - Drop-In Water Exercise, Monday-Friday, 6:40pm-7:20pm
 - Drop-In Recreation Swim, Monday-Friday, 12:30pm-3pm
 - Drop-In Lap Swim, Monday-Sunday, certain allotted times during the day.
- Camps:
 - All camps are completely full again for the week of 6/28-7/2.

- Staff increased camp program capacity.
- Swim Lessons:
 - Swim Lessons are filling up for this week, still in high demand.
 - Private Swim Lessons are completely full this week.
- VJO:
 - VJO is still practicing in the afternoons.
 - Just completed a swim meet on 6/26 & 6/27
 - They also have morning practices for long course.
- Seals Swim Team:
 - Continuing to use the pool for swim practice on Saturdays from 2-4pm.
- Hogan EXLP
 - They have booked a recreation swim that began on 6/21 and ending on 7/22, Monday-Thursday 12:30pm-1:30pm.
 - VCUSD will be billed once Hogan Open Rec swim concludes.
- Solano Polo
 - Using the deep-end tank for water polo practices on Tuesdays and Thursdays, 4-8pm.

Community Centers:

- A total of 55 kids attended Teacher Kay's in-person Summer Camp. Camp was offered June 21-July 2, morning, and afternoon time slots.
- Teacher Kay's Summer Preschool starts July 5th.
- Claudio's Martial Arts classes relocated to Children's Wonderland.
- Pre-Kindergarten program scheduled July 6-30 at NVCC in partnership with Solano County Office of Education and First 5.
- 4 Center Monitors were contacted to complete the rehiring process.
- Multiple contract classes will resume in July, including Zumba, Judo, Early Rise & Exercise, etc.



General Manager Board Report

7/8/2021

- The Budget was passed at the Board meeting on June 24th, 2021. Hurray!
- Represented negotiations are ongoing.
- Individual unrepresented negotiations are almost completed.
- We are getting closer to having a lease agreement with the School District for Franklin. They are currently on vacation. I have met with our legal and our insurance carrier regarding finer points. I have a meeting scheduled with them after July 5th.
- I attended the California Association of Recreation and Parks Districts Annual Conference.
- I attended the California Special District Association's General Manager Leadership Summit.
- I believe there is a CSDA conference at the end of August for Board members and Managers. We will provide information to interested board members.



Agenda 11-A

BOARD COMMUNICATION

Date: July 8, 2021

TO: Board Chairperson and Directors
FROM: Casey Halcro, Human Resources Manager
SUBJECT: **Policy 2030 Updates**

BACKGROUND AND DISCUSSION

On June 17, 2021, President Joe Biden named Juneteenth a federal holiday in the United States. GVRD observes all other federal holidays and would like to include the new federal holiday in these observations. GVRD would like to honor and celebrate the commemoration of the ending of slavery in the United States by honoring this new federally recognized holiday.

Additionally, in 2019, Governor Newsom announced that California would honor Indigenous Peoples', celebrating Native Americans on a holiday usually associated with Christopher Columbus. In observation of this state change, GVRD would like to change the name of Christopher Columbus Day to Indigenous Peoples' Day.

RECOMMENDATION

It is recommended to approve the updated Policy 2030 – Holidays as a way to honor the new federally recognized holiday, Juneteenth.

ALTERNATIVES CONSIDERED

Reject the recommendation and revise.
Reject the recommendation and leave as is.
Approve the recommendation, with changes.
Approve the recommendation.
Do not act on item.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Staff recommends approval of the updated Policy 2030.

DOCUMENTS AVAILABLE FOR REVIEW

a. Updated Policy 2030

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 2030

The following days shall be recognized and observed as paid holidays:

New Years Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez' Birthday	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day;	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
½ day Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Employee's Choice of Date

Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

When an employee is taking an authorized leave when a holiday occurs, the holiday shall not be charged against leave.

If a non-exempt employee works on any of the holidays listed above, compensation will be at double time (2) for all hours worked on the holiday as specified in Policy #2015, Hours of Work and Overtime. Exempt employees required to work a full day on a holiday will be allowed to take another day off in lieu of the holiday.

Each full time employee will receive one floating holiday per year. New employees will be allocated the floating holiday on the first day of employment, but it may not be used prior to the completion of the probationary period. The floating holiday must be used within the calendar year it is given and may not be carried over into the next year. At termination of employment for any reason, the District shall compensate the employee for any unused floating holiday at the rate of pay at the time of termination. The floating holiday is to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee.



Agenda 11-B

BOARD COMMUNICATION

Date: July 8, 2021

TO: Board Chairperson and Directors

FROM: Gabe Lanusse and/or Casey Halco

SUBJECT: Approve Memorandum of Understanding between Greater Vallejo Recreation District and SEIU for 2021-2023.

BACKGROUND AND DISCUSSION

GVRD negotiating team has concluded negotiations for the new agreement for a two (2) year contract commencing July 1, 2021, through June 30, 2023 with SEIU. The current agreement has been a three-year agreement and it expires June 30, 2021.

The past year has seen a pandemic due to COVID 19, in which all programming and reservations have dwindled considerably. Revenues in recreation were reduced from \$3 million to approximately \$450,000. Luckily, property taxes assisted the general fund as primary revenue. The SEIU and GVRD had many discussions regarding revenues and this has been a very difficult a year. Other agencies had reductions in salaries, GVRD did not, and honored our contract and provided scheduled raises in July. The last agreement provided for pay increase, but also had the employees share more in their pension costs. The SEIU has fulfilled the cost sharing, and that will not be an aspect of this contract

The new agreement provides 1 and 1/4% (One and One Quarter percent) salary increase in the first year, and 2 and ¼ % (Two and One Quarter percent) in the second year. We reduced to a two-year contract, so when the economy improves, we can meet again in January of 2023. This amount for the employees total of 3 1/2% (Three and one half percent). The health insurance plans stay the same (which will increase as medical usually does), and the dental benefit remains the same. The District has included language of letters of discipline in personnel files to increase to 3 (three) years from 2 (two), and slightly altered the programs and facility use agreement to create a health and wellness benefit for employees. This agreement helps provide something for our employees, but also shows appreciation when other agencies have had to make concession bargaining during the COVID.

RECOMMENDATION

Approve Memorandum of Understanding between Greater Vallejo Recreation District and SEIU.

FISCAL IMPACT

The total new cost of the agreements for SEIU union over all two years is approximately \$ 47,500 for the life of the contract in General Wage Increase (GWI), and predicted medical increases.

ALTERNATIVES CONSIDERED

GVRD negotiating team and the negotiating team for SEIU met and worked on this agreement for numerous sessions from March through July. Many alternatives were considered and discussed with reports to the GVRD board. SEIU members voted on this proposal, and it had a majority approval. In the end, SEIU and GVRD felt that the agreement reached was the best for all.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve Memorandum of Understanding between Greater Vallejo Recreation District and SEIU and authorize the Chairman of the Board of Directors to sign the agreement.

DOCUMENTS AVAILABLE FOR REVIEW

a. Copy of the final draft tentative agreement outlining changes. Everything is in the MOU remains with current contract language

NOTE: THIS DOCUMENT DOES NOT CONSTITUTE A PROPOSAL BY EITHER PARTY, AND IS FOR DISCUSSION PURPOSES ONLY.

**GREATER VALLEJO RECREATION DISTRICT
SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 1021
2021-2022 SUCCESSOR MOU LABOR NEGOTIATIONS**

TENTATIVE AGREEMENT

July 1, 2021

The Greater Vallejo Recreation District and Service Employees International Union, Local 521, hereby enter into a tentative agreement to conclude successor MOU labor negotiations as set forth herein.

ARTICLE 5 – HOURS

A. The work week shall be forty (40) hours per week, or in the case of a modified work schedule, the normal weekly schedule for the employee working the modified work schedule. The work week is defined as Sunday through Saturday.

~~DISTRICT is prepared to meet to discuss the potential development of alternative work schedules for bargaining unit members pursuant to a side letter of agreement to be agreed upon within thirty (30) days following the ratification of any Agreement. The parties shall commence meeting no later than fifteen (15) days thereafter and shall conclude the process no later than sixty (60) days thereafter. All day references are to calendar days.~~

B. Each employee covered under this Agreement who is required to work in excess of forty (40) hours in any calendar week with proper authorization may be compensated at the employee's choice either by cash at the rate of one and one-half (1½) times the amount of time worked as overtime or by compensatory time off at the rate of one and one-half (1½) times the amount of time worked as overtime except when federal regulation regarding overtime compensation may preclude the exercise of this option.

C. ~~Middle Management~~ **Bargaining unit** members recalled to work after having left the DISTRICT from his/her regular shift shall be compensated for a minimum two and one-half (2½) hours compensatory time. If an employee works beyond two and one-half (2½) hours, he or she shall receive compensatory time off at the rate of one and one-half (1½) for time actually worked until relieved from duty.

D. Compensatory time must be used within forty-five (45) calendar days of being earned. The employer may make efforts to permit scheduling of earned compensatory time off. **If compensatory time is not used within the allotted time, then the District will cash out the compensatory time that has only exceeded the**

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forty-five (45) day calendar time frame.

E. Rest Periods – Each employee shall be entitled to take one (1) fifteen (15) minute rest period for each four (4) hours of work performed by such employee in a work day. Authorized rest period time taken shall be counted as time worked. **Both rest periods shall occur toward the mid-point of each work period, work permitting, and will not be taken consecutively.**

F. **Flex Time – Flex time is defined as a modification to an employee’s assigned start and stop time within a given work week. An employee may request to flex his/her assigned start and stop by up to one (1) hour. The granting of flex time is at the sole discretion of the department head/general manager.** ~~The use of flex time shall be at the option of the employee upon the mutual agreement with the immediate supervisor. The grant of flex time shall not be unreasonably withheld by the supervisor.~~

ARTICLE 6 – LEAVES

[...]

B. Catastrophic Leave.

1. The parties have established a catastrophic leave bank to assist unit members who have exhausted leave due to a serious or catastrophic illness or injury. The leave bank will allow other DISTRICT employees to donate time to the bank so that an affected employee can remain on paid status for a longer period of time, thus partially ameliorating the financial impact of the illness or injury.

2. **Initial buy in to the program is eight (8) hours of vacation or sick leave, then one (1) hour every year during employment. Members can opt out at any time, but cannot receive reimbursement of donated hours.** ~~Donated sick leave will be deducted from the employee's sick leave balance on a day for day basis. Sick leave donations must be in minimum four (4) hour increments. In order to donate, the donating unit member must have at least five (5) days of accrued sick leave remaining after the donation.~~

3. The requirements for the catastrophic leave bank as set forth in Rule and Regulation (RR) 2040 are attached hereto and incorporated by reference herein. In the event that the catastrophic leave balance becomes unreasonably low, the committee administering the catastrophic leave bank may recommend to the General Manager that the minimum donation be increased to eight (8) hours and the General Manager, in the exercise of his/her discretion, may make the change.

[...]

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E. Jury Duty.

1. The employee shall notify his/her supervisor when he/she first receives a notice of jury duty and shall again notify the supervisor when he/she is called to report to jury duty.

2. Unit members who are required to serve on jury duty shall receive their regular straight time rate of pay, less all jury pay received **for the full day. Employee must provide GVRD with written verification of jury duty attendance to be compensated for the full day.**

3. Time spent in awaiting impaneling for jury selection is considered covered time under this section.

~~4. A member who is dismissed from jury duty with one-half (½) or more of his/her scheduled shift remaining, shall return to work to complete his/her scheduled shift~~

~~4.5.~~ A "Jury Duty Verification" form must be turned in with the leave slip.

[...]

ARTICLE 11 – LAYOFFS

[...]

B. Layoffs shall be by seniority, **by department, and by position as determined by the District's Board of Directors and the General Manager.**

C. Employees whose layoff is effective during a month will continue to receive medical, dental and life insurance coverage during that month, **and an additional three (3) months.**

[...]

ARTICLE 12 – BENEFITS

[...]

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D. The DISTRICT will pay the premium for each employee and dependent(s) under the approved group dental plan. The dental coverage set forth within this section shall be ~~One Thousand Six Hundred Dollars (\$1,600.00)~~ **Two Thousand dollars (\$2,000)** per year for the employee and dependents under the approved group dental plan. Unit members working less than forty (40) hours per week will receive a proration of the employer's contribution for a full time employee with the same coverage.

[...]

M. **When space is available, members may utilize District facilities one (1) time per year at one-half (1/2) of the cost for the rental. The DISTRICT will provide bargaining unit members up to \$400 annually (from January 1 to December 31) as a health and well-being benefit. SEIU members and/or immediate family members living in their same household may use the annual amount to pay toward GVRD programs, classes, entrance fees, and/or to utilize District facilities. In order to utilize this benefit, employees are required to fill out the applicable form to track use.**

~~When space is available, members may utilize District facilities two (2) times per year. Members may use the facilities at one-half (1/2) of the cost for rental, or for a program, fifty percent (50%) discount for the first two children and seventy-five percent (75%) discount for the next child in the family. The admission to any after school program(s), camps or events is space available and is requested during the last week prior to the commencement of the program and is limited to two (2) times per year. Admission to Children's Wonderland, Cunningham Pool, and the Sports Center shall be limited to ten (10) times per year and shall be free of charge.~~

~~The foregoing use of District facilities, camps, and events are limited to the member, immediate family, i.e., children under the age of eighteen (18) years.~~

[...]

ARTICLE 13 – Compensation

- A. Year 1: 1.25% increase to base salaries (effective upon full ratification).
- B. Year 2: 2.25% increase to base salaries.
- C. (delete)

[...]

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- E. The probationary period for unit members is six (6) months. During this probationary period, new employees may be terminated at the will of the DISTRICT. **The promotional probationary period for unit members is six (6) months from date of promotion. During this promotional probationary period, employees may be released back to their former position at the will of the DISTRICT. Probation can be extended once with a one (1) time, three (3) month extension.**

[...]

ARTICLE 14 – Personal History Files

[...]

- F. Provided that no additional incident occurs of a like nature, letters of reprimand shall be removed from the employee's personnel file ~~two (2)~~ **three (3)** years after the date of the incident upon the written request of the employee.

ARTICLE 19 – Term

July 1, 2021 – June 30, 2023

FOR THE DISTRICT

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FOR SEIU

DRAFT