



# GREATER VALLEJO RECREATION DISTRICT

**Mission Statement:** *Building community and enhancing quality of life through people, parks, and programs.* Website: [www.gvr.org](http://www.gvr.org)

Board of Directors  
Robert Briseno  
Gary Salvadori  
Ron Bowen  
Adjoa McDonald  
Rizal Aliga

General Manager  
Gabe Lanusse

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## **Policies and Personnel Committee Meeting Tuesday, October 12, 2021**

**In attendance:** Director Salvadori, Director Aliga, Human Resources Manager Halcro, General Manager Lanusse

Meeting began: 4:00 pm

### **1. Discuss Employee Morale Challenge**

- a. Committee discussed challenges happening with employee morale. Director Salvadori gave GM Lanusse suggestions and Director Aliga thanked staff for bringing these challenges forward.

### **2. International Brotherhood of Electrical Workers (IBEW) Side Letter Regarding Electronic Tracking of District Fleet Equipment**

- a. HR Manager presented committee with a side letter worked on in collaboration with IBEW. Committee agreed that the side letter would go to Board meeting for approval rather than Committee.

### **3. Policy #4060 – Committees of the Board of Directors**

- a. Committee discussed policy and changes. Suggestions were given to do more work on policy changes. Director Salvadori suggested that it may not work out timing wise to have Chair of Committees approve minutes before they are sent to Board Clerk for approval. Additionally, it was suggested that mention of non-GVRD committees (like inter-agency committee) should be removed from this policy.
- b. GVRD staff will continue working on updates and changes to this policy and return it to this committee.

**4. Policy and RR #2020 – Annual Leave, Executive Leave, and Compensatory Time off**

- a. Committee discussed policy and changes. Director Aliga noticed missing parenthesis around 360. Staff will move forward with first read including the parenthetic change.

**5. Policy and RR #2120 Worker’s Compensation/Occupational Sick Leave**

- a. Committee discussed policy and changes. Director Aliga found some consistency issues with capitalization of Worker’s Compensation. Additionally, Director Salvadori shared that he did not feel we need to update this policy at this time. Staff will continue exploring and researching this further.

**6. Job Description/Title Changes – Accounting Specialist, Accounting Assistant, Administrative Coordinator/Board Clerk Positions**

- a. Committee discussed whether it is necessary to bring each individual job description/title to the Board of Directors. It was suggested that, moving forward, the Board give GVRD staff direction to updated job descriptions/titles with approval of the GM rather than the Board

**7. Policy Manual Updates and Board of Directors Request to Track Changes**

- a. HR Manager shared that each Director has now asked for different things to be included on this report. Unfortunately, that’s made this an impossible report to produce in the way the individual board members have requested and still be printed legibly. HR Manager will continue to work toward a solution but has concerns about each board member directing her differently rather than one direction being received from Board Chair. Committee discussed that the GM and Legal Council will need to remind the board that information between the Board of Directors and Staff will need to be collected by Board Chair to be given to GM. GM will then direct his staff from there.

Meeting adjourned 6:13pm