



# 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

Rita Fryar  
Thomas Judt  
Nicole Person  
Olivia Ruiz  
Ward Stewart

**INTERIM  
GENERAL MANAGER**  
Pamela Sloan

## Policies and Personnel Committee Agenda

Directors: Ruiz and Stewart

Tuesday, October 20, 2026

Administrative Office – Board Room, 401 Amador Street, Vallejo, CA 94590

4:00 p.m.

This committee shall study and recommend compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the district. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment:

Members of the public may speak on any item within the jurisdiction of the committee. Each speaker is limited to 3 minutes.

2. Discussion Items:

Discuss Policy Manual Review-Nancy Kaiser, Affiliate of MRG

3. Meeting Adjourn:



# District Policy Manual Review and Assessment Update

**October 2026**

**MRG Consultants:  
Nancy Kaiser  
Shirley Concolino**



## The project tasks include:

### 1. Information Gathering **Completed**

- Review the District's existing policies and procedures
- Interviewing and listening to leadership concerns and suggestions

### 2. Review, Analysis, and Benchmarking **Ongoing**

- Identify priority issues, compliance gaps, and opportunities for policy updates.
- Assess which policies are outdated, incomplete, missing, or difficult to implement
- Identify opportunities to establish or improve policies and procedures

### 3. Policy Development and Implementation Recommendations **Ongoing**

- Present relevant best practices and emerging industry trends.
- Establish criteria and guiding principles for policy development and revision.
- Develop draft policies and procedures for District review and consideration.
- Prepare a report with findings, recommendations, and implementation strategies aligned with district goals and priorities.
- Collaborate with management staff to support policy integration and implementation planning.



## Policy Chapters

| Chapter                                 | What belongs there                                                                                                                                                                |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Agency Authorization & Governance    | Enabling authority, purpose/mission, legal status, jurisdiction, general District authority, policy framework, records/transparency and other agency-wide governance requirements |
| 2. Board of Directors                   | Board powers and responsibilities, officers, Director conduct, compensation/reimbursement, appointments, Board committees, Board–GM relationship and meeting procedures           |
| 3. Finance                              | Budget, reserves, investments, purchasing/procurement, contracting authority, financial controls, audits, fees, grants and debt, revenue policy                                   |
| 4. Personnel                            | Employment policies, compensation/benefits, leave, workplace conduct, recruitment, discipline and personnel administration                                                        |
| 5. Operations & Programs                | Recreation programs, facility use, rentals, public-facing operating policies, partnerships, sponsorships and safety/risk-management operating policies                            |
| 6. Infrastructure & Capital Development | Capital planning, acquisition/disposition, development, construction, facility standards, major maintenance and naming/dedication, if applicable                                  |

Initial  
Recommendations

## Policy Structure

| Organization                                                                         |
|--------------------------------------------------------------------------------------|
| Cover Page – Including agency branding                                               |
| Agency Introduction – History, authorization, vision, mission, values                |
| Policy Introduction – Including brief history of development, authorization, process |



## Policy Samples

| Policy                                      | What it looks like                                                                                                   |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 1010 – Adoption/Amendment of Policies       | Comprehensive and clear description on how policies are introduced and adopted; meeting standards and best practices |
| 1050 – Financial Assistance                 | Clear policy description; includes references to procedures, funding, and criteria                                   |
| 3012 – Fee, Subsidy, Pricing                | Recommendation for separate policies that address revenue, pricing, and setting fees.                                |
| 4010 – Code of Ethics                       | Comprehensive and clear policy; example showing the removal of R&R and having one clear policy                       |
| 4060 – Committees of the Board of Directors | Clearly organized process for establishing committees                                                                |

Initial  
Recommendations

## NAME OF POLICY (INSERT DIRECT NAME OF POLICY HERE)

|                         |  |                        |                                                                                                                                        |
|-------------------------|--|------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Policy #                |  | Type of Policy         | <input type="checkbox"/> BOARD <input type="checkbox"/> DISTRICT <input type="checkbox"/> PARKS<br><input type="checkbox"/> RECREATION |
| Original Effective Date |  | Current Effective Date |                                                                                                                                        |
| Last Revised            |  | Last Reviewed          |                                                                                                                                        |
| Policy Owner            |  | Approval Authority     |                                                                                                                                        |

### POLICY STATEMENT

One or two sentences that states the policy fact only.

### POLICY SCOPE

Describe the scope of a policy for example, if the policy provides for discounts on recreation classes the scope would outline who is eligible for the discounts. Usually one paragraph.

### POLICY AUTHORITY

Identify and state the applicable Board action, resolution, budget authority, delegation, or other governing authority for the policy. There may be City, County, State, or Federal authority.

### POLICY PROVISIONS

Describe the key elements of a policy for example, funding established through the annual budget process; maximum resources; application process; district responsibility; resident responsibility.

Can be noted as a list or narrative description.



Initial  
Recommendations

## RELATED DOCUMENTS

Items such as procedures, criteria, application, additional approvals

**Related Procedure:**

**Related Desk-Level Standard Operating Protocol) SOP:**

**Related Forms/Attachments:** Applications, district forms, etc.

**Related Policies:** TBD

## REVISION / REVIEW HISTORY

| Date      | Action                  | Summary of Change / Review                                                                                      | Approved By |
|-----------|-------------------------|-----------------------------------------------------------------------------------------------------------------|-------------|
| EXAMPLES: | Original Effective Date | Original policy effective date reflected in existing policy.                                                    | TBD         |
| TBD       | Policy Program Review   | Reformatted into the new Policy-to-Practice structure; substantive changes subject to GVRD review and approval. | TBD         |



## Additional Items



- Developed a matrix for policy review and disposition
- Assigned current policies to the proposed chapters
- Recognizing critical elements
- Drafting proposal for additional services

Comprehensive matrix review & disposition

HR policies

Policy updates

Staff development



## Questions & Answers

- Suggestions, clarification, open conversation
- **Thank you!**



**NAME OF POLICY (INSERT DIRECT NAME OF POLICY HERE)**

|                                |  |                               |                                                                                                                                        |
|--------------------------------|--|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
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| <b>Original Effective Date</b> |  | <b>Current Effective Date</b> |                                                                                                                                        |
| <b>Last Revised</b>            |  | <b>Last Reviewed</b>          |                                                                                                                                        |
| <b>Policy Owner</b>            |  | <b>Approval Authority</b>     |                                                                                                                                        |

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