



# 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  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

**Policies and Personnel Committee Minutes  
Special Meeting  
Wednesday, June 26, 2024  
3:30 p.m.  
Administrative Office-Board Room  
401 Amador Street**

**In Attendance:** Director Aliga, Director Judt, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

**Meeting Began:** 3:33 pm

### Public Comment

None.

### 1. Policy Review:

#### Policy 3069, Use of Concession Facilities

- Added preference for non-profit organizations will be considered.
- Director Aliga and Director Judt discussed verifying that non-profit organizations are non-profit. The General Manager confirmed that the District has a list of non-profit organizations.
- Next Steps: Make changes and submit for legal review.

#### R&R 3069, Use of Concession Facilities

- It was decided to not go into dress code details, but instead focus on family friendly venue and health and safety compliance when serving or cooking food.
- Director Judt recommended adding the name of Policy 3070 (Use of Parks and Facilities) which is referenced in 3069.
- The Committee discussed providing sound permits to users for customer service reasons but decided that they are required to visit the Police Department anyway to pay the fees.
- Next Steps: Make changes and submit for legal review.



### Policy 4020, Attendance at Meetings

- Director Aliga suggested adding “Board Clerk” as someone to contact if Directors will be late or absent from meetings in addition to the Board Chair.
- The committee agreed to change “*the minutes shall indicate whether an absence was excused*” to “*whether a Director was absent*” as to not focus on excused versus non-excused because there are no definitions.
- Next Steps: Make suggested changes and send to legal for review.

### Policy 3014, Partnerships and Sponsorships

- The Human Resources Director reported that the policy was reviewed by the Publicity, Programs and Community Relations Committee.
- The Committee agreed to lower the amount the General Manager or designee can approve for partner/sponsor Agreements from less than \$25,000 to less than \$10,000.
- There was concern about the District possibly refusing sponsorships that are designated to projects where the funds will not fully cover expenses. The Committee suggested changing the sentence to “The District reserves the right to reallocate funds if they do not cover costs of the entire project.”
- Next Steps: HR Director will consult with Recreation Services Director, make changes and bring to the next Committee meeting.

## **2. Discussion Items:**

### Training and Travel Request Form

- The General Manager discussed the need for a training and travel policy to set guidelines for reserving hotels and using transportation.
- Director Judt asked about a third-party travel agency or controlling spending with credit card limits.
- Directors Aliga and Judt agreed there needs to be a policy and will leave it to the General Manager’s discretion.
- Next Step: Human Resources Director will research policy and request form templates.

### Rosenburg’s Rules of Order-Parliamentary Procedure

- Director Aliga and Director Judt would like an easy set of rules that provide clear direction to the Board of Directors.
- The General Manager stated sometimes there is confusion about when Directors can talk and how to make a motion.
- Next Step: Ask legal to review current policies and compare to Rosenberg’s Rules of Order.

Meeting Adjourned: 4:56 pm