

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
Monday, October 21, 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

1. Public Comment

None.

2. Policy Review:

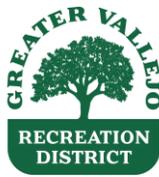
Policy 4020, Attendance at Meetings

- HR Director explained changes were made as per the Committee's suggestions during the last meeting and as per legal.
- Directors Aliga and Judt agreed no additional changes are needed.
- Next Steps: HR Director will take to the full board for approval.

3. Discussion Items:

Employee Handbook Follow Up

- HR Director followed up from the last meeting when the Committee was asked to provide feedback regarding the format of the sample employee handbook (Murphys Cemetery District)
- Director Judt said the format is not as important as the content, but the policies should be clear as to their necessity. E.g., "This policy was created to...."
- Directors Aliga and Judt recommended HR Director move forward with finding an Employee Handbook template.
- Next Steps: HR Director will speak with the General Manager about using a template to create an Employee Handbook.



Rosenberg Rules of Order, Revised 2011

- Directors Aliga and Judt agreed that it would benefit the Board to be educated in Rosenberg's Rules.
- The Board needs to make sure the motions are clear, but only one motion is needed (page 3 "Basic Format for Agenda Items").
- Director Judt provided an example: The Chair makes a motion, a Director amends, another Director amends, the Chair restates the motion and asks for comments, then the motion is voted on.
- The HR Director read notes from the May Committee meeting that read Policies 5020, 5030 and 5060 include items similar to the content of the Rosenberg's Rules. The Committee agreed that the Board should vote next year on using Rosenberg's Rules and removing policies or incorporate the Rules into GVRD Board policies. They agreed legal assistance may be needed.
- Next Steps: General Manager presents as an Action Item to the full Board in January. Recommend adding that the Board will use Rosenberg Rules in one of the current policies, but make sure none of the current policies contradict Rosenberg Rules.

4. Updates:

Policy Tracking Spreadsheet

- HR Director let the Committee know she still needs to remove the personnel policies from the spreadsheet so that they can determine priority on updating board policies.
- Directors Aliga and Judt suggested they determine policy priority before the Committee changes next year.
- Next Steps: HR Director will remove the personnel policies from the spreadsheet and include in November's Committee packet.

Meeting Adjourned: 4:00 pm