



# GREATER VALLEJO RECREATION DISTRICT

Board of Directors  
Robert Briseno  
Gary Salvadori  
Ron C. Bowen  
Adjoa McDonald  
Rizal Aliga  
  
General Manager  
Gabriel Lanusse

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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.

## **Policies and Personnel Committee Minutes** **In Attendance, Director Salvadori, Director Aliga, General Manager Lanusse,** **Recreation Superintendent Ryans, Human Resources Manager Halcro**

**Monday, March 14, 2022**  
**Administration Office - Board Room**  
**395 Amador Street**

**Start: 4:00pm**

- 1. Discuss the use of Track Changes in Policy Updates**
  - a) Committee discussed that track changes are used because that is what Unions have requested to keep track of any policy changes. Committee agreed that we will keep using track changes for these policy changes. Director Aliga did suggest that we could also number the changes for ease of editing.
  
- 2. Discuss Policy XXXX-Refund Policy**
  - a) Committee has requested that we change these in process policies to Policy ##### rather than Policy XXXX
  - b) Committee suggested adding a disclaimer in the Activity Guide rather than policy for the administrative fee. Committee also suggested using the word may rather than will.
  - c) Committee suggested changing the first bullet under Procedures from (see below) to (See Medical Refunds below)
  - d) Committee suggested spelling out the word seven under Class Cancellations.
  - e) Committee asked Recreation Superintendent to give them an idea of how much money the District gives in refunds annually.

### **Mission Statement:**

*Building community and enhancing quality of life through people, parks, and programs.*

Website: [www.gvrd.org](http://www.gvrd.org)

**3. Discuss Policy XXXX-Discounts**

- a) Committee suggested adding language about only using one discount at a time earlier in the policy

**4. Discuss Policy XXXX-Youth Scholarship Policy (Financial Assistance Program)**

- a) Committee wondered if this is its own policy, an RR for Financial Assistance Program Policy, or something else.
- b) Committee asked how much the scholarship is – the percentage needs to be added to the policy.
- c) Committee suggested adding a cap of how much scholarship money a family can receive annually.
- d) Committee asked about potentially adding language to be inclusive of undocumented people.
- e) Committee suggested adding the word valid in front of photo identification at top of second page.
- f) Committee suggested adding Show proof of current Vallejo residency
- g) Committee discussed emphasizing limited confidentiality and limiting availability to residents of the District

**5. Discuss Policy XXXX-Non-Resident Fees**

- a) Committee suggested adding a calculator to the bottom of the policy

**6. Discuss Updates to Policy 2015-Hours of Work and Overtime**

- a) Committee discussed and agreed that it might be best to remove the “highly recommended” edits.

**7. Discuss Updates to the Catastrophic Leave Bank-Policy and RR 2040**

- a) Committee discussed spelling out the word 8 (eight) and editing the word bank on the second page of RR2040

**8. Discuss Updates to Policy 2090 – Probation**

- a) Committee discussed editing he/she/they to the employee on he edits.

**Adjourn: 5:31pm**

**Next Meeting: April 11, 2022**

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