



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
Stacey Kennington
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

Policies and Personnel Committee Minutes Monday, October 23, 2023 6:30 p.m. Administrative Office-Board Room 401 Amador Street

In Attendance: Director Briseño, Director Kennington General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

Meeting Began: 6:35 pm

Public Comment

None.

1. Policy 3074 – Fee Waiver for Community Organizations

- Directors Briseño and Kennington said the version sent to the P&P Committee was not the version with the changes suggested during the August P&P Committee meeting and discussed some of the changes that were recommended.
- General Manager said the Policy will need to be delayed due to City of Vallejo's new Municipal Code, Chapter 5.24, Outdoor Festivals.
- Next Step: It was agreed to delay conversation until the Committee discussed Item 6 on the agenda.

2. Policy 2320 – Disaster Service Worker Designation

- The Directors discussed that the policy was approved by the Board of Directors in 2020. Director Briseño asked why it was on the P&P Committee Agenda again.
- The General Manager explained it was not implemented due to the COVID-19 Pandemic and subsequently there was a question regarding the ability to terminate employees if they refuse to take the Oath. Legal said the District can and is required to terminate employees and not hire employees who refuse to take the Disaster Service Worker Oath.
- Next Step – General Manager will notify the unions and implement during the first of the year, 2024.



3. Staff Confidentiality Agreement

- Human Resources Director presented the Agreement and explained the need for a confidentiality agreement for employees who have access to confidential information and access to private and personal information.
- The HR Director explained the Agreement would be signed by new employees with the on-boarding paperwork and by current employees.
- Directors Briseño and Kennington suggested there be a policy written that states the purpose and procedures for the Confidentiality Agreement.
- Next Step: Develop a staff Confidentiality Policy

4. Marketing Coordinator Position

- The General Manager explained that the new position will need to be delayed for budget reasons and until after the Marketing Consulting Agency's contract expires in June of 2024.
- Director Briseño suggested the position report to the General Manager so they can be a strategic partner with the General Manager and Department Directors. Having the position as a Coordinator reporting to a Director would not give them influence over the Department Directors.
- Next Step: Research Marketing job descriptions and present to the P&P Committee before March 1, 2023 (contingent on 2024-2025 budget).

5. City of Vallejo Municipal Code, Chapter 5.24, Outdoor Festivals

- Discussion around who from the city of Vallejo brought the Municipal Code to the General Manager's attention.
- Next Step: Take back to P&P Committee after the General Manager has a formal meeting with the City of Vallejo.

6. Policy 2030 – Holidays

- The Human Resources Director explained the corrections needed around the use and cash out of the Floating Holiday.
- Added: "*calendar*" to one floating holiday per year; *may be used immediately upon supervisor approval and will be paid out if not used during the calendar year.*
- Director Briseño and Director Kennington approved of the changes and suggested next time to present the policies with redline edits.
- Next Step: Present to Board of Directors for approval on November 9, 2023.

Meeting Adjourned at 7:20 pm