



# GREATER VALLEJO RECREATION DISTRICT

**Mission Statement:** *Building community and enhancing quality of life through people, parks, and programs.*  
Website: [www.gvrd.org](http://www.gvrd.org)

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Board of Directors  
Rizal Aliga  
Ron Bowen  
Robert Briseño  
Adjoa McDonald  
Wendell Quigley  
  
General Manager  
Gabe Lanusse

**Policies and Personnel Committee Minutes**  
**Wednesday, January 25, 2023**  
**9:30 a.m.**  
**Administrative Office-Board Room**  
**401 Amador Street**

**In attendance:** Director Briseño, Director Bowen, General Manager Lanusse, Human Resources Clerk Morehouse, Maintenance Superintendent Nuno, Recreation Superintendent Ryans

Meeting began: 9:31am

**1. Public Comment**

N/A

**2. Policy 3070-Use of Parks and Facilities**

a. No changes as new Counsel has not reviewed this at this time.

**3. Policy RR 3070-Use of Parks and Facilities**

a. No changes as new Counsel has not reviewed this at this time.

**4. Policy 3072 – Temporary Shelters and Homeless Encampments**

- a. Counsel has spoken with the City of Vallejo and was recommended that GVRD update this policy.
- b. Committee recommends to table this and to be reviewed by the City of Vallejo and legal Counsel.
- c. Committee recommends showing red line changes and all comments.
- d. Committee asked if our Policies are being reviewed by another company and has it stopped or been put on hold.

**5. Policy RR 3072 – Temporary Shelters and Homeless Persons**

- a. Committee recommends that the City of Vallejo needs to review the policy after the City Attorney reviews then present to the Committee with the red line changes.
- b. Staff commented that per the City of Vallejo, GVRD must store the homeless Persons property for 3 months.

**6. Debris Removal Form**

- a. Committee recommends to table this and to be reviewed by the City of Vallejo and legal Counsel.

**7. Proposed Policy 3073 – Cunningham Aquatic Complex Procedures and Expectations**

- a. Committee asked if we already have a policy in place for the Aquatics Complex. Staff responded that no we did not.
- b. Committee asked what we did before if we didn't have a policy in place. Staff responded that we have rules and were told by word of mouth. Staff wanted to capture all the rules and have them placed in a policy.

- c. Committee asked if this is how GVRD handles all our rules. Staff answered that we have all our rules as a policy and that the Aquatics Complex is unique.
- d. Committee asked if this policy has been reviewed by legal counsel. Staff answered that GVRD is between Legal Counsel right now.
- e. Committee recommends this policy to be reviewed by legal counsel.
- f. Committee suggested that on page 2, rule #1 under Recreation/Open Swim/Special Events to have a general swim test for children ages 7 and under so the parent does not have to be always present.
- g. Committee recommends that 911 be called during any emergency.

#### **8. Review Policy Update Format**

- a. Committee suggested to add a column that legal has reviewed, a column that Human Resources has reviewed, and a column that states who owns the policy.
- b. Committee discussed when the last time it was reviewed and the last time it was updated.

#### **9. Policy 3075 – Use of Community Centers**

- a. Committee recommends a change under Alcohol #1 to 1 additional security guard.
- b. Committee asked what would staff do if more guests are present than what was told at the time of booking the event, and if staff would call in another guard. Staff answered that a final guest count is reported after the event is over. Staff also said that a note would be placed in the booking persons account that more guests were at the event than what was approved, and that staff would either add a fee for the additional guests or a note in the account stating that they are not allowed to have another event. Committee suggested to put in the policy that there will be a penalty if more guests are present than what was approved.
- c. Staff mentioned that each event is a case-by-case basis to require more security.
- d. Committee feels that a larger crowd would require more of a security guard presence. Committee suggests talking to the security company to see if they agree with what is proposed in this policy. Staff confirmed that the security company agrees. Committee also suggested to talk with the Vallejo Police Department to get their input.

#### **10. Proposed Policy 3074 – Fee Waiver**

- a. Committee recommends that there be a 30-day timeline.
- b. Committee suggested that we establish a clear procedure for any organization to have fee's waived and that this should be determined by the General Manager first if it is a smaller amount before it goes to the Board of Directors to determine.

#### **11. Update on Proposed Dress /Code for Board of Directors**

- a. Committee recommended that there should be a different standard dress code for the Board of Directors.
- b. Committee did not agree that there should be a separate dress code policy for the Board of Directors. One of the Directors suggested to add Board Members to GVRD's employee dress code policy. Another Director suggested that there be a separate dress code policy and the dress code should be Business casual.
- c. Committee recommended that the Board of Directors should not wear clothing with their own company logo on it.

- d. Committee would like clarification if fashion brand logos were ok, and that company logos are not.
- e. Committee feels that the Board of Directors has a roll of a representative of the community of non-competing organizations.

**12. Discussion on Board of Directors Sanctions**

- a. New Counsel will be looking into and present a write up on this.
- b. Committee asked what the punishment would be and who would enforce it.

Adjourned at 10:33am