



# 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)

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors  
Rizal Aliga  
Ron Bowen  
Robert Briseño  
Adjoa McDonald  
Gary Salvadori  
  
General Manager  
Gabe Lanusse

**Policies and Personnel Committee Minutes**  
**Monday, July 11, 2022**  
**4:00 p.m.**  
**Administrative Office-Board Room**  
**395 Amador Street**

**In attendance:** Director Aliga, Director Salvadori, General Manager Lanusse, Human Resources Manager Halcro

Meeting began: 4:04 PM

**1. Discuss Purchase Vendor List**

The committee and staff discussed purchasing, and the importance to have a vetted vendor list so that purchases are made with transparency within GVRD and to the public. Differences of regarding vendors for goods and contractors for production and repairs were also discussed and needed definitions so that it could be defined more clearly. Vendors selling to GVRD and vendors selling to the public were also discussed with need for elaboration. Methods of payment were, and revenue split would need to be determined too. Emergency purchases will also need to be reviewed.

**2. Discuss Policy 4090 – Training Education Conferences**

The committee and staff reviewed and discussed the policy and that it is separate from employee training, education, and conferences. This policy only applies to the Board of Directors. Restrictions should be placed up front, and per diem spending should be explained to the board member participating in the training. Other topics were range. If the conference is nearby, do they still get a hotel room? Distance. Is there a radius of distance for conference location travel? How many times a board could use it during a year, or 4-year term? To be examined again by the committee with proposed changes.

**3. Discuss Policy 2050 – Bereavement**

The committee and staff reviewed and discussed this policy. It may need to be updated to include domestic partners. If there is a legal separation, do those relatives still apply to bereavement leave? Updated definition of immediate family will need to be incorporated into this policy. To return at a later date with proposals.

**4. Discuss Policy and RR 1030 – Public Complaints**

The committee and staff discussed the policy but realize that there is more depth to what is going on. The definition of complaints was discussed and the difference of complaints regarding the district, specific employees, the General Manager, and complaints against the board were discussed. Staff will research how other agencies process complaints and who handles which ones.

Discussion that the GM handle all complaints was debated, but if the complaint was against the GM, should it not go a different route? A complaint about a board member would need to go to the Board Chair. Staff could create an online form. All public complaints need to go to some sort of clearing house. Look to CSDA? GM to create an online form.

**5. Discuss Policy 1070 – Public Donations**

The committee and staff discussed donations and determined that the policy should address donations to go to the Greater Vallejo Open Space Foundation, which is a 501c3 entity. As a public agency, it would be best that money go this route. All donations need to be received by the Foundation.

**6. Discuss Policy 2080 – Union Memberships**

The committee and staff reviewed this policy and realized that it states the unrepresented need to choose a representative. This is a contradiction and would then create an association. Language regarding that employees must join the union to employees may choose to join the union. A review by legal should be in order as well for an update.

Adjourned at 5:17 PM