



GREATER VALLEJO RECREATION DISTRICT

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

Website: 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

Wendell Quigley

General Manager

Gabe Lanusse

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 Agenda

Directors: Bowen and Briseño

Monday, October 24, 2022

9:30 a.m.

Administrative Office – Board Room

401 Amador Street

This committee shall study and recommend the compensation and welfare of District staff. This committee shall include a meet and confer with the General Manager regarding the terms and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

1. Public Comment

Members of the public may speak on any item within the jurisdiction of the Committee. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

2. Policy 4060-Committees of the Board of Directors

3. Policy 5000-Board Meetings

4. Policy 4015-Board/Staff Communications

5. Discussion on Proposed New Job Positions:

- (1) Assistant GM/Marketing-Part Master Plan
- (1) Visitor Services Coordinator FT
- (1) Facilities MWI or MWII
- (2) Parks Maintenance Worker-Master Plan
- (1) Assistant Pool Coordinator FT
- (1) Recreation Supervisor
- (1) Customer Service Rep. FT
- (2) Park Rangers FT

Next Meeting: November 28, 2022

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Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

Standing committees may be established that are advisory to the Board with respect to matters within their respective responsibility. At the first Board meeting in July, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal year. In addition, the chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee.

The Board Chairperson shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and /or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The General Manager shall be an ex-officio member of all committees. The chairperson of each committee shall inform the chairperson of the Board as to the business transacted at each committee meeting.

The Board's standing committees will meet on an as needed basis and may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

The Board's standing Budget and Finance Committee

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

The Board's standing Facility and Development Committee

This committee shall study and recommend acquisitions of real property and type of facilities that should be planned for new acquisitions, all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and, make final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities an short and long-range capital improvement plans.

The Board's standing Policies and Personnel Committee

This committee shall study and recommend the compensation and welfare of District Staff. This committee shall include a meet and confer with the General Manager regarding the items and conditions of the General Manager's employment by the District. This committee shall review he functions of District staff and other policies not assigned to other committees.

The Board's standing Publicity, Program and Community Relations Committee

This committee shall study and recommend all District recreational programs and policies regarding public affairs and community outreach to include co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before grouts and organizations upon request.

The Chairperson shall appoint members to the City's Interagency Committee

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5000

Regular meetings of the Board of Directors shall be held on the second and fourth Thursdays of each calendar month at 6:30p.m. in the Board Room at the Administration Office, 395 Amador St., Vallejo. The date and time may be changed upon approval of a majority of the Board.

Special meetings of the Board of Directors may be called by the Board Chairperson. Only those items of business listed in the call for the special meeting shall be considered.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment. If no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be provided in RR5000.

Executive session: Executive Sessions of the Board of Directors may be held in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54963.)

Committee meetings: Standing Board committee meetings dates will be set at the beginning of each year after member assignments by the Board Chairperson.

The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

The Chairperson and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board/Staff Communication
POLICY NUMBER: 4015

Requests from Directors to Staff

Requests for information or questions by directors to Staff, shall be directed to the General Manager or Legal Counsel, as appropriate and shall include the desired time and date for receiving the information. So that all Board members are equally informed, all written information material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the Staff, Staff either may direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

Individual Directors cannot directly assign work to Staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered

- Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the Staff and, in most cases, the General Manager should directly handle the request for the Director.
- For long term, involved studies or where the matter included confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a board meeting prior to Staff working on the assignments
- In the event that Staff is a participant or representative of a committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group

Staff Comments at Board Meetings

Staff is encouraged to give their professional recommendations and the Board should recognize that Staff may make recommendations that could be viewed as unpopular with the public and with the individual Board members. Board members may request clarification and ask questions of Staff at public meetings and Directors are encouraged to participate in healthy discussion amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with Staff at Board meetings about Staff recommendations other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a Staff recommendation and that the Board's wishes will be implemented by Staff even if it was contrary to a staff recommendation.

Directors Comments to Staff

Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of an employee during a Board meeting should be directed to the

General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

- Staff will respect the right of Directors to refuse to provide information or answer to Staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of Staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

Public Comments at Board Meetings

In accordance with state law, the Board is prohibited from discussing items not on the agenda calendar. The public may address the Board on any item not listed on the agenda. Public comments can be made under the agenda item "Public Comment." These non-agenda matters brought-up by the public may be referred to staff for action or calendared on a future agenda.

Please refer to Policy 5020 Conducting Meetings for specific information regarding the Public Comment period.

Correspondence from Directors

Directors may wish to have letters/ correspondence written to the residents, businesses, or other entities Greater Vallejo Recreation District. Typically, the General Manager and/or Board President shall be charged with transmitting the District's position on matters to the residents, businesses, or other entities in the District.

Responding to Public Complaints

When Directors receive a complaint or inquiry from the public regarding the District's services and/or staff, the Director should acknowledge the complaint/ inquiry without making any commitment as to what will happen on behalf of the District and forward the message to General Manager.

Speaking for the District

When Directors are asked the District's position on an issue, their response should reflect the position of the District as a whole. A Director may clarify his/her vote on an issue. When representing the District at meetings or other venues that the Board of Directors has approved prior to attending, the Director can state the District's position not their individual position in any issue.