



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, November 27, 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: 6:30 pm

Public Comment

None.

1. Policy Review:

- Policy 2050, Bereavement Leave
 - The Human Resources Director (HR Director) informed the Committee that bereavement leave days were increased from 4 to 5 to comply with CA law; registered domestic partner was added, and deadlines to take the leave and to submit proof were added to the policy.
 - Director Kennington suggested adding information regarding employees not having to take consecutive days off.
 - Director Kennington suggested adding information on what is considered sufficient proof, such as a death certificate or copy of an obituary.
 - Director Kennington suggested adding that employees may take leave without pay with General Manager approval if they need more than the allotted time and have exhausted their accruals.
 - Next Step: HR Director will make changes to the Bereavement Leave Policy and present it to the Board of Directors.

2. Discussion Items:

- Policy 1010, Adoption/Amendment of Policies
 - The General Manager let the Committee know that the policy does not include the Board of Directors' ability to approve a policy upon first review, and that the Board has approved on first review in the past.
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- Next Step: Present the policy approval process flow chart during the next Committee meeting.
- Compensation Study and Comparable Municipalities
 - The General Manager let the Committee know that GVRD should have a compensation strategy that outlines where GVRD would like to be in comparison to other municipalities in preparation for the upcoming salary/classification study.
- Artificial Intelligence
 - The General Manager discussed the need for a policy to create guidelines regarding staff protecting private personal information while using Artificial Intelligence. The committee discussed AI and the need for policy.
 - Director Kennington and the HR Director discussed the need for a general policy to guide staff on how to protect private personal information.

3. Policy Updates:

- Policy 3076, Child Abuse Prevention Reporting
 - a. HR Director let the committee know that the policy went back for legal review and outlined the information contained in the policy.
 - b. Director Briseno suggested the policy refer to the Mandated Child Abuse Reporter training instead of having too much information in the policy itself. HR Director suggested to reconsider removing content until after the policy is presented to the Committee and stated one of the reasons is that the training has a lot of information for staff to remember and they need a policy to refer to that will also protect the District.
 - c. Director Kennington asked if the policy was mirrored after the School District Policy. HR Director replied she will find out.
 - d. Director Kennington recommended a grid with questions to guide staff in their actions if they suspect abuse or neglect.
 - e. Next Step: HR Director to find out if the first draft was mirrored after the School District policy, make changes if necessary, and follow up with legal.

Meeting Adjourned at 7:00 pm