



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*
Website: 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
Monday, November 28, 2022
9:30 a.m.
Administrative Office-Board Room
395 Amador Street

In attendance: Director Briseño, General Manager Lanusse,
Human Resources Director Halcro **Absent:** Director Bowen

Meeting began: 9:30am

1. Public Comment

N/A

2. Policy 1010-Adoption/Amendment of Policies

- a. Director Brisenno suggested changing the word 'override' to 'conflict with'

3. Policy & RR 2035-Dress Code

- a. Director Brisenno suggested that, if we are to update a dress code policy we would want to create separate policies for Staff and Board Members
- b. Committee discussed Board Members wearing logo apparel from another agency during board/committee meetings and Committee Chair did not see an issue with this
- c. Committee discussed perfume and cologne and HR Director suggested that, should employees need it, GVRD could move toward a low scent/scent free environment
- d. RR needs to be updated to match the changes made in the aquatics department
- e. Staff suggests that it's important to consider that employees from diverse experiences will have diverse understandings of what "dress code" is necessary. It's important to consider multiple perspectives.

4. Policy & RR 4010-Code of Ethics

- a. Committee discussed that complaints between board members should be reported to and addressed by the Committee Chair. If the complaint is about the Committee Chair and at least two members of the Board have a similar concern, then Board members meet, absent of Committee Chair to discuss.
- b. Committee also discussed looking into if and how consider having an opportunity to sanction a member of the board should it ever be needed.
- c. Committee discussed adding in some language to the policy regarding what would happen were a board member to break the confidentiality of Executive Session.

5. Policy 4020-Attendance at Meetings

- a. Committee discussed the need for consistent board member attendance at board meetings. This again brought up a discussion of sanctioning board members should it ever become necessary.

6. Policy 4040 – Board Officers

- a. Committee discussed making changes to the Committee Chair criteria but ultimately decided that the current language is reasonable.
- b. Regarding the section about the Secretary, Committee discussed making a change to the second to the last sentence of the policy so that it would read, “The Secretary may be called upon...”

7. Policy 5020-Conducting Board Meetings

- a. Committee discussed changing pronouns in this and all other policies from he/she to they/them

8. Human Resources Director Position – Update

- a. GM Lanusse asked HR Director Halcro to give an update on her position. Halcro shared that she’s turned in her resignation and December 9 will be her last day at GVRD.

9. Discussion on Proposed New Job Positions:

- (1) Assistant General Manager/Marketing/Human Resources (Admin)
 - a. Committee discussed this possibility and Committee Chair suggested that it would not be best for the District to hire someone to oversee multiple responsibilities as you’d have a situation of all of those received too little attention. Committee Chair would like to see a Human Resources Director as its own separate position. Staff commented that we are a small district, and have to wear multiple hats. A past organization structure mentioned having a Administrative Department head. Also, with the unfilled Project Manager, and now the HR Director, the district could now fund an assistant GM. Staff will do more research regarding the position along with compensation.

- (1) Custodian (Facilities)
 - a. Committee did not discuss

- (1) Visitor Services Coordinator FT (Parks)
 - a. Committee did not discuss

- (1) Assistant Pool Coordinator (Recreation)
 - a. Committee did not discuss

- (1) Facilities Maintenance Worker I (Facilities)
 - a. Committee did not discuss

- (1) Customer Service Rep. (Recreation)
 - a. Committee did not discuss

- (1) Recreation Coordinator (Recreation)
 - a. Committee did not discuss

- (1) Parks Maintenance Worker I (10-year Master Plan)
 - a. Committee did not discuss

Adjourned at 10:30am