



# 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  
Thomas Judt  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

**Policies and Personnel Committee Minutes  
Special Meeting  
Thursday, May 30, 2024  
3:30 p.m.  
Administrative Office-Board Room  
401 Amador Street**

**In Attendance:** Director Aliga, Director Judt, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

**Meeting Began:** 3:33 pm

### Public Comment

None.

### 1. Policy Review:

#### Policy 1070, Public Donations

- The Human Resources Director discussed the changes that were made in response to recommendations by the committee, which included:
  - Adding information about the Open Space Foundation.
  - Adding that donations are not required to be identified for specific purposes, but if they are, they should be clearly marked so that finance can ensure they are used only as specified.
- Directors Aliga and Judt said they liked the changes and had no suggestions.
- Next Step: Send for legal review then present to full Board of Directors.

#### Policy 3069, Use of Concession Facilities

- The General Manager provided background and the need to create a policy and rules and regulations.
- The committee discussed renting by the hour and for a full day.
- Director Judt discussed partnering with non-profit organizations and health and safety certifications.
- Director Aliga spoke about the liability of kids serving food to raise money for non-profit organizations but agreed with partnering with nonprofits.



- The committee agreed the District should give nonprofit organizations priority for rentals.
- Next Step: Make changes and submit for committee review again.

#### RR 3069, Use of Concession Facilities

- Change reservations from “month-to-month” basis to hourly or daily.
- Next Step: Make changes and submit for committee review.

#### Policy 3074, Fee Waiver for Community Organizations & Governmental Agencies

- The Human Resources Director told the committee that the policy was reviewed by legal and went to committee twice.
- The General Manager provided background on why the policy was created.
- Director Aliga and Director Judt discussed organizational criteria for approving fee waiver. The organization should provide events or services that are free and open to the public and benefit the community.
- The Human Resources Director let them know the criteria is listed on page two of the policy which states eligibility for a fee waiver “...*provide an event or service that is free and open to the public, benefiting the community and meet all of the following requirements...*”
- Next Step: Present to full Board of Directors

#### Policy 4020, Attendance at Meetings

- Director Judt wanted to know the reason behind the policy and explained that the policy cannot specify the exact repercussions of violating the attendance policy because it is up to the appointing authority.
- There was a discussion around excused versus unexcused absences and the Human Resources Director stated that most attendance policies focus on unexcused absences.
- The committee discussed progressive discipline steps and agreed to call them “absences” instead of excused or not excused because the policy would need to differentiate between the two.
- Next Step: Make suggested changes and submit for committee review.



## 2. Discussion Items:

### Rosenburg's Rules of Order-Parliamentary Procedure

- Director Judt discussed the role of the chair as per Rosenberg's Rules. The chair should reiterate proposals and motions until the language is set then the clerk adds to the minutes. Director Aliga agreed.
- Director Judt discussed proposals and motions and that the Chair (according to Rosenberg's Rules) never makes a motion.
- The committee discussed having clear directions on conducting business.
- Next Steps: Review current policies – 5020, 5030 and 5060 and discuss with legal. Should we have a list of rules, or add to policies?

Meeting Adjourned: 4:51 pm