



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
Monday, November 18, 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: 3:31 pm

1. Public Comment

None.

2. Policy Review:

Policy 2180, Grievance Procedures

- The HR Director explained the policy was amended to align with the MOUs and to encourage communication between employees and supervisors (discuss gaps in perception).
- The HR Director explained the time limit to file and respond to grievances was increased from 5 workdays to 10 workdays.
- The General Manager told the Committee that staff will add a sentence stating performance evaluations are not grievable. Director Judt wanted to know why, and the HR Director stated under CA Labor Law, performance management falls within management's right to direct the workforce and establish performance standards.
- The committee discussed personal improvement plans and how they are designed to get the employee up to performance standards before the performance evaluations are completed (so grievance is not necessary).
- Director Judt expressed concern about not having a grievance process for evaluations and the HR Director replied that employees who do not agree with their evaluation can meet with the department director, human resources or the General Manager and the supervisor to discuss discrepancies.
- Next Steps: Make changes and send to legal for review.



Rules & Regulations, 2180, Grievance Procedures

- Director Aliga was concerned about the confidentiality of the District's master grievance file (page 2, last bullet). HR Director said staff will change the sentence to a copy of all formal grievances and decisions shall be kept in the "Human Resources Department" grievance file instead of "District's master grievance file".
- Next Steps: Make change and send to legal for review.

3. Discussion Items:

Positions Frozen – the General Manager told the Committee there is a new law effective January 2025 that will require the District to report status of positions in the organization structure, and he would like to eliminate two positions because the positions have been vacant for a long period of time. He would like to create a marketing position, or something similar, as per the 10-year master plan.

- Project and Facilities Director (Project Manager) – this position has been vacant since November 2020, and current staff handle facilities and projects. The District does not need a project manager. The Committee agreed to eliminate the position.
- Recreation Supervisor – this position has been vacant since February of 2022. Since 2006 there was only two recreation supervisors. There were only three for approximately two years. Director Judt said we may want to keep if the District is expanding programs. Later Director Judt commented that he was OK with eliminating the position and suggested having a conversation regarding what positions the District needs. The Committee agreed to eliminate the position.

Next Steps: General Manager will present eliminating the two positions as an action item to the full Board of Directors.

4. Follow-Up:

Director Judt wanted to know the status of the policy tracking spreadsheet, and the HR Director responded that she thought the new Policy & Procedure Committee would determine board policy update priorities because there is only one more Committee meeting this year. Director Judt said he is fine if that is what staff want to do. The General Manager let the Committee know that January is the last month the current Policy Committee will meet.

Next Step: HR Director will remove staff policies from the policy tracking spreadsheet and submit with Committee materials for the January meeting.

Meeting Adjourned: 4:18 pm