



# 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  
Stacey Kennington  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

**Policies and Personnel Committee Minutes  
Special Meeting  
Thursday, April 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:** 3:35 pm

### Public Comment

None.

### 1. Policy Review:

#### Policy 2055, Catastrophic Leave

- The Human Resources Manager outlined the changes to the policy.
- Committee discussed the answers to Director's Judt's questions regarding Policy 2055 that he submitted before the Committee meeting. Human Resources Manager said asking questions before the Committee meeting makes the review process more efficient.
- Director Aliga said he liked the changes and had no suggestions.
- Next Step: Present to full Board of Directors after legal review.

#### Policy 4020, Board of Directors' Meeting Attendance

- General Manager provided background and the need to amend the policy.
- Directors Aliga and Judt recommended the chair or legal should have a conversation with board members if they have attendance problems.
- The committee agreed if speaking with the director does not improve attendance, then the appointing authority will be given notice and recommendations for action. Only the appointing agency has authority to remove directors from the board.
- Next Step: The Human Resources Manager will look at the Vallejo Planning Commission's Policy and submit policy for second review after amendments are made and legal reviews.



## 2. Discussion Items:

### Policy 1070, Public Donations

- The General Manager said the community has requested a policy for rentals and Director Judt responded that it should be a separate policy. The Committee agreed.
- The HR Manager discussed the need to add information regarding the Open Space Foundation.
- Director Judt and Director Aliga agreed the District should allow donors to specify where they want their donations to go and have a choice of not identifying a specific purpose/project.
- Next Steps: A separate policy for rentals will be created. The HR Manager will make suggested changes to policy 1070, get legal review, then take to Committee for second review.

### Policy 4010, Code of Ethics

- The General Manager expressed a need to have a process of communication with board members before going to the appointing agency if board members are not conducting themselves in a manner expected of a public official.
- The Committee suggested the need for a “civility code” and guidance regarding the conduct of board members and appropriate actions.
- Directors Aliga and Judt discussed the “Roberts Rules” and “Rodgers Rules”.
- Next Steps: General Manager will review the City of Vallejo’s Robert’s Rules and create a new policy for the Committee’s review.

Proposed New Positions – The following new, full-time positions were placed on the Committee agenda as a discussion item by the General Manager:

Assistant General Manager	Maintenance Staff (3)
Assistant Pool Coordinator	Marketing
Custodian	Recreation Sup. (currently frozen)

- The Committee agreed that the discussion is for future planning purposes.
- Director Judt said the Committee needs to know if the District is using its staff efficiently and wisely before approving new positions and would like to see the costs and descriptions of the duties and responsibilities.
- Next Steps: Project total costs and draft job descriptions.

Meeting Adjourned: 4:45 pm