



June 4, 2026

Board of Directors
Ventura Regional Sanitation District
Ventura, California

HOLD A PUBLIC HEARING ON AND RECEIVE AND FILE THE VENTURA REGIONAL SANITATION DISTRICT'S ANNUAL POSITION VACANCY UPDATE AND RECRUITMENT AND RETENTION EFFORTS REPORT TO COMPLY WITH GOVERNMENT CODE SECTION 3502.3 (AB 2561)

RECOMMENDATIONS

- A. Conduct a public hearing in accordance with VRSD Policy HR-1.1.17, to present information on the status of vacancies and recruitment and retention efforts at the District; and
- B. Receive and File the Ventura Regional Sanitation District's Annual Position Vacancy Update and Recruitment and Retention Efforts Report To Comply with Government Code section 3502.3 (AB 2561).

FISCAL IMPACT

None.

BACKGROUND

Government Code section 3502.3 was added to the Meyers-Milias-Brown Act by the Legislature's passage of Assembly Bill 2561 (AB 2561) which was enacted into law and became effective on January 1, 2025. AB 2561 introduces new requirements for public agencies regarding job vacancy reporting and workforce recruitment and retention efforts.

Under AB 2561, public agencies must adhere to the following provisions:

- 1. Annual Vacancy Reporting: Agencies must track and present vacancy data, including job openings, recruitment efforts, and retention strategies, at a public hearing at least once per fiscal year.
- 2. Public Hearing Obligations: If an agency adopts an annual or multiyear budget, the vacancy report must be presented before budget approval.

3. Employee Organization Participation: Recognized employee organizations are entitled to present their perspectives during the public hearing.
4. Additional Reporting for High Vacancy Rates: If a bargaining unit has a vacancy rate of 20% or higher, the agency must provide additional details on hiring challenges and proposed solutions.


In order to ensure District compliance with AB 2561, VRSD Policy No. HR-1.1.17 (Attachment 1) was added to the VRSD Policy manual and put into effect.


Staff will use PowerPoint slides to present the necessary information to the Board as part of this initial public hearing pursuant to VRSD Policy No. HR-1.1.

This letter has been reviewed by Legal Counsel as to form.

If you should have any questions or need additional information, please contact me by phone at (805) 658-4646 or email at tinarivera@vrsd.com.

Alvertina Rivera, Director of Finance

APPROVED FOR FISCAL IMPACT: 
Tina Rivera, Director of Finance

APPROVED FOR AGENDA: 
Eric Zetz, General Manager

Attachments: Policy HR-1.1.17

VENTURA REGIONAL SANITATION DISTRICT
**COMPLIANCE WITH AB 2561 (VACANCIES; AND RECRUITMENT AND
RETENTION EFFORTS)**

Policy # HR-1.1.17

Title: Compliance with AB 2561 (Vacancies; and Recruitment and Retention Efforts)

Effective Date: June 5, 2025

Approved By: Board of Directors

Purpose:

This policy establishes the framework and requirements for holding public hearings and reporting on the Ventura Regional Sanitation District’s workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill (“AB”) 2561. (2024 Cal. Legis. Serv. Ch. 409; Gov. Code § 3502.3.) The purpose is to ensure public agency operations are appropriately staffed and that high vacancy rates do not undermine employee labor relations and ensure that information concerning public agency employment is available to the public.

Scope:

This policy applies to the Ventura Regional Sanitation District (“District”) management and the Board of Directors (“Board”).

Definitions:

Public Hearing: A formal meeting that is open to the public, where District representatives present information to the Board and the Board receives public comments on specific topics, as required by law.

Vacancies: Unfilled positions within the Ventura Regional Sanitation District’s workforce that require recruitment efforts to be adequately staffed.

Recruitment: The process of attracting, screening, and selecting qualified candidates for employment (i.e., fill vacancies) with the Ventura Regional Sanitation District.

Retention: Efforts to maintain an appropriately staffed workforce by addressing the factors that contribute to maintaining that workforce.

Policy Statement:

In accordance with AB 2561 (Gov. Code § 3502.3), the Ventura Regional Sanitation District is committed to holding a public hearing on vacancies at the District, the District's recruitment, and retention efforts and related issues with the District's policies, procedures, and recruitment activities.

The Ventura Regional Sanitation District will hold a public hearing at least once each fiscal year prior to the adoption of the final fiscal year budget and provide reports on vacancies, recruitment, and retention efforts.

Policy Provisions:

1. Public Hearing Requirements

The Ventura Regional Sanitation District shall conduct a public hearing on an annual basis (once each fiscal year) prior to the adoption of the final budget to present information on vacancies, recruitment and retention efforts and issues with the policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

Consistent with the Brown Act Open Meetings Law (Gov. Code §54950 *et seq.*), public hearings shall be announced in advance and provide an opportunity for members of the public to make comments.

Recognized employee organizations (as defined in Gov. Code §3501(a)) shall have the right to present information, concerns, and recommendations to the at the public hearing.

Separate public hearings may be scheduled to address individual bargaining units or bargaining unit groupings if the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions. If this is the case, the District shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

- a. The total number of job vacancies within the bargaining unit.
- b. The total number of applicants for vacant positions within the bargaining unit.
- c. The average number of days to complete the hiring process from when a position is posted.
- d. Opportunities to improve compensation and other working conditions.

2. Reporting Requirements

The District shall present information on the following at the public hearing:

1. The status of vacancies at the District.
2. Information on the District's recruitment and retention efforts.
3. Identification of any necessary changes in the District's policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

3. Special Reporting Requirements for High Vacancy Rates

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the District shall, upon request of the recognized employee organization, include the following information during the public hearing:

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

4. Responsibilities

The Board is responsible for overseeing compliance with this policy and ensuring public hearings and reports meet the requirements outlined in AB 2561.

District Management, which includes the Human Resources Department, shall be responsible for gathering necessary data and ensure accurate reporting for compliance with this policy.

The Human Resources Department is responsible for compiling vacancy, recruitment, and retention data, and preparing reports in collaboration with District management.

5. Monitoring and Review

The Board shall review the effectiveness of this policy and make revisions as necessary to ensure ongoing compliance with AB 2561 and other applicable state laws.

PROCEDURES TO CONDUCT AND ADMINISTER THE PUBLIC HEARINGS PURSUANT TO THIS POLICY

Introduction and Scope:

Effective January 1, 2025, Government Code section 3502.3 requires District to present information on the status of vacancies at the District and the District's recruitment and retention efforts at a public hearing before the District's Board of Directors at least once per fiscal year.

Government Code section 3502.3 also requires District to identify during this public hearing any necessary changes to District policies, procedures, and recruitment activities that may lead to obstacles in the District's hiring process.

At the public hearing, a recognized employee organization for a bargaining unit is entitled to make a presentation to the District's Board of Directors addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The purpose of these procedures is to establish protocol for the District's public hearing on vacancies, recruitment, and retention to ensure that District operations are appropriately staffed, high vacancy rates do not undermine employee labor relations, and information concerning public agency employment is available to the public.

The District reserves the right to schedule separate public hearings for specific bargaining units to address greater than twenty percent (20%) vacancy rates in a particular bargaining unit.

Notice Requirements:

1. The District will notify in writing each recognized employee organization that represents District employees that the Board will hold a hearing pursuant to the obligations set forth under Government Code section 3502.3 (AB 2561). The notice will inform each recognized employee organization that they have the opportunity to provide comments on the District's compliance with Government Code section 3502.3 and this policy.
2. The District will notify in writing each recognized employee organization that represents District employees of the date, time and place of the hearing in accordance with the Brown Act Open Meetings Law.
3. In the event the vacancy rate for the bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the District present "additional information" related to the vacancies as permitted by Government Code section 3502.3. The "additional

information” includes the following: (1) the total number of job vacancies within the bargaining unit; (2) the total number of applicants for vacant positions within the bargaining unit; (3) the average number of days to complete the hiring process from when a position is posted; and (4) opportunities to improve compensation and other working conditions.

4. Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
5. A District staff report regarding vacancies and recruitment and retention efforts shall be published as part of the agenda packet for the meeting.
6. The District and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

Order of the Hearing:

The public hearing will proceed in the following order:

1. District Presentation: The District presentation on vacancies, recruitment, and retention.
2. Employee Organization Presentation: Each employee organization will have the opportunity to make a presentation on District vacancies, recruitment, and retention.
3. Board Questions and Discussion: The Board may ask questions of the District and the employee organization presenters before it closes the public hearing for Board discussions.

Approval and Revision History:

Approved: June 5, 2025

Revised:

Appendix:

1. AB 2561 Text.