



EXECUTIVE COMMITTEE

SUMMARY REPORT Friday, April 12, 2019 1:00 p.m.

Action/Request	Person Responsible	Finance	BOD
1. UNFINISHED BUSINESS: Finalize Employee Handbook Revisions The Committee MOVED request counsel review final changes, assign a document number, and recommend the GRF Board accept the Employee Handbook for distribution.	Human Resources Director Recording Secretary		X
2. NEW BUSINESS: Rescind Position Description 3491 6, Parking Enforcement Specialist The Committee MOVED to recommend the GRF Board rescind the position description 3491 6, Parking Enforcement Specialist, as the duty is included in the Security Officer position description, which may result in shareholders/Security Officers issuing citations.	Human Resources Director Recording Secretary		X
3. NEW BUSINESS: Amend Position Description 3691, Administrative Secretary/Reservations Coordinator The Committee MOVED to amend the position description 3691 Title, Administrative Secretary/Reservations Coordinator, to Assistant Manager	Human Resources Director		
4. NEW BUSINESS: Amend Position Description 3692.1, Events Coordinator The Committee moved to amend the position description 3692.1, Events Coordinator, as presented.	Human Resources Director		
5. NEW BUSINESS: Amend Position Description 3391.5-70, General Office Clerk, Physical Property The Committee MOVED to amend the position description 3391.5-70, including a title change to Physical Property Administrative Assistant, as amended.	Recording Secretary		
6. NEW BUSINESS: Approve Applicant Tracking System The Committee MOVED recommend the Finance Committee review availability of non-budgeted Operating funds of \$1,168, to Cost Center 20, for recruitment of the remainder of the budget year, to initiate the implementation of the Clear Company ATS as soon as administratively feasible and to cancel the subscription for ZipRecruiter as soon as the ATS is fully implemented.	Human Resources Director		X