



EXECUTIVE COMMITTEE

SUMMARY REPORT Friday, March 8, 2019 1:00 p.m.

Action/Request	Person Responsible	Finance	BOD
1. UNFINISHED BUSINESS: Finalize Employee Handbook Revisions The Committee moved to review the Handbook at the April meeting, after review by corporate counsel and incorporation of recommended changes received by the Committee.	Human Resources Director		
2. UNFINISHED BUSINESS: Employee Recognition Wall Plaque, Update The Committee moved to forward a request for availability of funding to the Finance Committee, in an amount not to exceed \$3,000, Cost Center 20, non-budgeted Operating funds to purchase materials for creating an Employee Recognition Wall.	Recording Secretary	x	
3. NEW BUSINESS: Amend Position Description 3691, Administrative Secretary/Reservations Coordinator The Committee concurred to address the topic in Executive Session.	Human Resources Director		
4. NEW BUSINESS: Amend Position Description 3194.1, Stock Transfer Assistant The Committee moved to amend the position description 3194.1, Stock Transfer Assistant, as presented.	Human Resources Director		
5. POLICIES: Adopt Policy, External Communication, Authorized Spokesperson The Committee concurred to review the changes recommended by the Committee at the April meeting.	Recording Secretary		