



EXECUTIVE COMMITTEE

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

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p>1. UNFINISHED BUSINESS: Amend Position Description, Human Resources & Benefits Coordinator MOVED to amend the position description for the Human Resources & Benefits Coordinator, as amended, including changing the title to Human Resources Generalist.</p>	Recording Secretary				
<p>2. UNFINISHED BUSINESS: Amend GRF Directors' Handbook MOVED to accept the proposed presented amendments to the GRF Directors' Handbook and review further proposed amendments at the August meeting, prior to forwarding the Handbook to the Governing Document Committee to assign a document number.</p> <p>MOVED to the Security, Bus & Traffic Committee a request to review Policy 1927.02.37 for possible rescission, as it is not applicable under the terms of the Civil Code.</p>	Recording Secretary	SB & T			
<p>3. UNFINISHED BUSINESS: Employee Recognition Plaque Verbiage MOVED to amend the procedure for employee</p>	Human Resources				

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<p>recognition nomination procedure to permit GRF Directors to make nominations and to make clear that GRF department heads are eligible for nomination; review amended nomination procedure at the August Committee meeting; also, MOVED to approve the verbiage for the plaque (“In honor of their loyal support of our mission, GRF proudly presents employees who have demonstrated exemplary service and dedication to the community”.)</p>					
<p>4. NEW BUSINESS: Evaluation of Senior Management Annual Review Form MOVED to approve the use of the Senior Management Annual Review form, as amended, and forward to the Governing Document Committee for assignment of a document number.</p>	<p>Executive Director</p>	<p>Gov. Docs Cmte.</p>			
<p>5. NEW BUSINESS: Review of Human Resources Annual Calendar and Special Projects CONCURRED to include the HR Annual Calendar and Special Projects as part of the monthly HR report.</p>	<p>Human Resources</p>				
<p>6. Governing Documents: MOVED to recommend the GRF BOD amend 5110-30, Executive Committee Charter, as amended and forward to the Governing Document Committee for formatting and overview.</p>	<p>Recording Secretary</p>	<p>Gov. Docs Cmte.</p>		<p style="text-align: center;">X</p>	
<p>7. Governing Documents: Concurred to schedule a special Committee meeting to review 30-1010-1, External Communication, Authorized</p>	<p>Recording Secretary</p>				

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Spokesperson, 1022-30, Petitions, and Member Code of Conduct.					
<p style="text-align: center;">FUTURE AGENDA ITEMS: The Committee moved/concurred to:</p> <ol style="list-style-type: none">1. Amend GRF Directors' Handbook.2. Wage and Salary Survey Discussion.3. New IDR Policy4. GRF Committee Project Timeline Discussion5. 2020 Proposed Budgets.6. Employee Recognition Revised Procedure7. Committee Review of Departmental Reports8. Applicant Tracking Report					Recording Secretary