



## EXECUTIVE COMMITTEE

**SUMMARY REPORT**  
**Friday, August 9, 2019**  
**1:00 p.m.**

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<b>1. UNFINISHED BUSINESS: Review Wage/Salary Grade for Human Resources Generalist</b> MOVED to amend the wage/salary grade for the Human Resources Generalist, as amended.	Interim Human Resources Director				
<b>2. UNFINISHED BUSINESS: Amend GRF Directors' Handbook</b> MOVED to recommend the proposed amendments to the GRF Directors' Handbook be accepted by the GRF Board and assign a document number.	Recording Secretary			<b>X</b>	
<b>3. UNFINISHED BUSINESS: Document Updates: Adopt 30-1010-1, External Communication, Authorized Spokesperson; 30-1022-1, Petitions; and 30-5093-1, Member Code of Conduct</b> At the Special EC meeting on August 6, the Committee recommended the GRF Board amend 30-1010-1, External Communication, Authorized Spokesperson and 30-1022-1, Petitions. 30-5093-1, Member Code of Conduct will be referred to corporate counsel for feedback.	Recording Secretary				
<b>4. UNFINISHED BUSINESS: Committee Feedback of Departmental Reports</b>	Interim Human Resources Manager				

## EXECUTIVE COMMITTEE

MOVED to continue to receive the departmental reports, as currently presented.	Finance Manager				
<b>5. UNFINISHED BUSINESS: 2020 Budget, Cost Centers 320, 322, 330, 629, 655</b> MOVED to forward to the Finance Committee the proposed 2020 Operating budgets for cost centers 320, 322, 330, 629 and 655.	Director of Finance		<b>X</b>		
<b>6. NEW BUSINESS: Review Mutual Administration Organization Chart</b> MOVED to recommend the Copy & Supply Center move from the Mutual Administration organization chart to the Finance Department organization chart.  CONCURRED to review the Mutual Administration, Finance and Fleet organization charts at the September meeting.	Director of Finance Purchasing Manager  Recording Secretary				
<b>7. NEW BUSINESS: Wage and Salary Survey Discussion</b> CONCURRED to continue discussing this topic at the September meeting.	Recording Secretary				
<b>8. NEW BUSINESS: Approve Fleet Supervisor Position Description</b> CONCURRED to review the Fleet Supervisor Position Description at the September meeting.	Recording Secretary				
<b>9. NEW BUSINESS: Amend Employee Handbook re: Mutual Directors &amp; GRF Employment</b> CONCURRED to discuss this topic at the September meeting.	Recording Secretary				

## EXECUTIVE COMMITTEE

<p><b>10. DOCUMENTS:</b>  <b>Amend 30-5110-3, Executive Committee Charter</b>          MOVED to recommend the GRF BOD amend 30-5110-3, Executive Committee Charter, as amended.</p>	Recording Secretary				
<p style="text-align: center;"><b>FUTURE AGENDA ITEMS:</b>          The Committee moved/concurred to include:</p> <ol style="list-style-type: none"> <li>1. <b>Status of Member Code of Conduct document/legal review</b></li> <li>2. <b>Review Mutual Administration, Finance and Fleet Organization charts</b></li> <li>3. <b>Wage and Salary Survey</b></li> <li>4. <b>Approve Fleet Supervisor Description</b></li> <li>5. <b>Employee Handbook amendment re: Mutual Director &amp; GRF employment</b></li> </ol>					Recording Secretary