



EXECUTIVE COMMITTEE

SUMMARY REPORT Friday, September 6, 2019 10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. UNFINISHED BUSINESS: Member Code of Conduct Document – Legal Review, Update CONCURRED to review amended draft by Committee members Hopewell and Rapp at the October Committee meeting.	Recording Secretary				
2. UNFINISHED BUSINESS: Approve Fleet Supervisor Position Description CONCURRED to review suggested amendments at the October Committee meeting.	Recording Secretary				
3. UNFINISHED BUSINESS: Amend Employee Handbook re: Mutual Director & GRF Employment CONCURRED to review at the October Committee meeting.	Recording Secretary				
4. UNFINISHED BUSINESS: Senior Management Annual Review Form CONCURRED to remove from the agenda.	Recording Secretary				
5. NEW BUSINESS: Community Manager/Mutual Administration Manager Position Description MOVED to approve the wage/salary grade change to A37 of the Community Manager/Mutual Administration Manager position description.	Human Resources Director				

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<p>CONCURRED to request the position description be reviewed at the next Committee meeting, with salary benchmarking data.</p> <p>CONCURRED to remove the final three paragraphs from all position descriptions and include the information on an attached secondary sheet.</p>					
<p>6. NEW BUSINESS: GRF Roundtable Meeting CONCURRED to review at the next Committee meeting and cancel the September Roundtable meeting.</p>	Recording Secretary				
<p>7. GOVERNING DOCUMENTS: Amend 30-5110-3, Executive Committee Charter MOVED to implement the revisions of the GRF Board of Directors (in parenthesis add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019.</p>	Recording Secretary				
<p>7. STAFF REPORTS: Human Resources CONCURRED to review post-offer, pre-employment physical requirement review for part-time employees.</p>	Human Resources Director				
<p style="text-align: center;">FUTURE AGENDA ITEMS: The Committee moved/concurred to include:</p> <ol style="list-style-type: none"> 1. Status of Member Code of Conduct document 2. Review amendment to all position descriptions (replace last three paragraphs with a supplemental sheet) 3. Approve Fleet Supervisor position description 4. Employee Handbook amendment re: Mutual Director & GRF Employment 5. GRF Roundtable meeting 6. Review post-offer, pre-employment physical requirement for part-time employees 7. Human Resources Director to provide industry report regarding 					Recording Secretary

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percentage of salary increased offered .	
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