



## MUTUAL ADMINISTRATION COMMITTEE

### SUMMARY REPORT Monday, August 9, 2021 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<b>1. APPROVAL OF MINUTES</b> It was consensus of the Committee to update the minutes and summary report of July 2021.	Recording Secretary				
<b>2. STAFF REPORTS: Mutual Administration Director</b> It was consensus of the Committee to update the phone tree for Mutual administration and to refer the reception report to the Communication & IT Committee.	Mutual Admin. Director	Comm. & IT			
<b>3. UNFINISHED BUSINESS: Discuss the GRF Staff Review of Department Reports</b> It was consensus of the Committee to send any recommendations, pertaining to the GRF Staff Review of department reports, to the Chair.	Chair Mandeville Recording Secretary				
<b>4. UNFINISHED BUSINESS: Discuss the Committee Review of Department Reports</b> It was consensus of the Committee to send any recommendations, pertaining to the Committee Review of department reports, to the Chair.	Chair Mandeville Recording Secretary				
<b>5. UNFINISHED BUSINESS: Discuss the 2022 Budget for Cost Center 533</b> The Committee discussed the 2022 Proposed Operating Budget for Cost Center 533, Stock Transfer. It was consensus of the Committee to bring this item back for further review.	Director of Finance Mutual Admin. Director Recording Secretary				
<b>6. UNFINISHED BUSINESS: Discuss the 2022 Budget for Cost Center 545</b> The Committee discussed the 2022 Proposed Operating Budget for Cost Center 545, Mutual Administration. It was consensus of the Committee to bring this item back for further review.	Director of Finance Mutual Admin. Director Recording Secretary				
<b>7. UNFINISHED BUSINESS: Discuss the 2022 Budget for Cost Center 574</b>	Director of Finance		X		

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<p>The Committee discussed the 2022 Proposed Operating Budget for Cost Center 574, Service Maintenance. It was consensus of the Committee to bring this item back for further review.</p> <p>The Committee moved and recommended the Finance Committee change the budget for SRO Labor Cost Recovery from the current labor rate of \$45 per hour to \$47.25 per hour.</p>	<p>Facilities Manager Recording Secretary</p>				
<p><b>8. NEW BUSINESS: New Position (Stock Transfer Quality Control Specialist)</b> It was consensus of the Committee to refer the Stock Transfer Quality Control Specialist to the GRF Administration Committee.</p>	<p>Mutual Admin. Director Recording Secretary</p>	<p>GRF Admin.</p>			
<p><b>9. GOVERNING DOCUMENTS: Review 50-1650-4, Insurance Disclosure</b> The Committee moved and recommended to refer 50-1650-4 Insurance Disclosure to the GRF Board of Directors.</p>	<p>Executive Assistant Recording Secretary</p>			X	
<p><b>10. GOVERNING DOCUMENTS: Review 50-1670-4, Leisure World Seal Beach Buying &amp; Selling Handout</b> The Committee moved and recommended to refer 50-1670-4 Leisure World Seal Beach Buying &amp; Selling Handout to the GRF Board of Directors.</p>	<p>Executive Assistant Recording Secretary</p>			X	
<p><b>11. GOVERNING DOCUMENTS: Review 50-1671-4, Paws for Thought</b> The Committee moved and recommended to refer 50-1671-4 Paws for Thought to the GRF Board of Directors.</p>	<p>Executive Assistant Recording Secretary</p>			X	
<p><b>12. GOVERNING DOCUMENTS: Review 50-1672-4, Property and Liability Insurance Fact Book</b> It was consensus of the Committee to address 50-1672-4, Property and Liability Insurance Fact Book, at the next scheduled meeting.</p>	<p>Recording Secretary</p>				
<p style="text-align: center;"><b>FUTURE AGENDA ITEMS:</b></p> <p style="text-align: center;">The Committee concurred to add future agenda items:</p> <ol style="list-style-type: none"> <li>1. 2022 Budget for Cost Center 533</li> <li>2. 2022 Budget for Cost Center 545</li> <li>3. 2022 Budget for Cost Center 574</li> <li>4. 2021-2022 Mutual Administration Committee Goals</li> <li>5. 50-1672-4 Property and Liability Insurance Fact Book</li> </ol>					<p><b>Recording Secretary</b></p>