



GRF ADMINISTRATION COMMITTEE

SUMMARY REPORT

Thursday, September 2, 2021, 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
1. STAFF REPORTS: Human Resources Monthly Report Remove the position and advertisement for Community Service Direction position on the "Open Position List"	Human Resources Director				
2. UNFINISHED BUSINESS: New Position (Administration/Communication Specialist) The Committee moved to have Human Resources Coordinator, bring back the new position (Administration/Communications Specialist, based on the Committee's feedback, to the next scheduled meeting.	Human Resources Director & Coordinator				
3. UNFINISHED BUSINESS: Review changes recommended from Work Study on GRF Election Packet given to candidates After a brief discussion, this item will be brought back at the next scheduled meeting.	Recording Secretary				
4. UNFINISHED BUSINESS: 2022 Budget Assumption Budget was reviewed and approved by the Committee.	Director of Finance				
5. GOVERNING DOCUMENTS: Amend 30-5041-5 Real Property Acreage Send 30-5041-5 to the Physical Properties Committee for review.	Recording Secretary				
6. GOVERNING DOCUMENTS: Amend 30-5092-1 Code of Ethics A Work Study will be set with the committee and the results will be brought back to the next meeting.	Recording Secretary				
7. GOVERNING DOCUMENTS: Amend 30-5026-3 GRF Election of Officers MOVED to recommend the GRF BOD to amend GRF Election of Officers for approval.	Recording Secretary			✓	

EXECUTIVE COMMITTEE

8. GOVERNING DOCUMENTS: Amend 30-5020-1 Organization of the Board No action required, reference only.	Recording Secretary				
<p style="text-align: center;">FUTURE AGENDA ITEMS:</p> <p style="text-align: center;">The Committee concurred to add future agenda items:</p> <ul style="list-style-type: none"> • New Position (Administration/Communications Specialist) • Recreational Vehicle (RV) Lot and Mini Farm Job Description • Review changes recommended from Work Study on GRF Election Packet given to candidates. – Discussion • Review changes recommended from Work Study regarding 30-5092-1 Code of Ethics. • Juneteenth New Federal Holiday (For discussion at the November meeting) 					Recording Secretary