



GRF ADMINISTRATION COMMITTEE

SUMMARY REPORT Thursday, October 7, 2021, 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p>1. STAFF REPORTS: Human Resources Monthly Report The Human Resources Director presented the monthly report, as presented in the agenda packet.</p> <p>The Finance Manager’s monthly report was accepted, as presented in the agenda packet.</p> <p>The Executive Director provided information and updates throughout the meeting.</p>	<p>Human Resources Director</p> <p>Finance Manager</p>				
<p>2. UNFINISHED BUSINESS: Status on Emergency Supply Storage Cabinets After a brief discussion, the Committee moved to bring this topic back to the next scheduled meeting.</p>	Safety Coordinator				
<p>3. UNFINISHED BUSINESS: Update on “Boots on the Ground” Pamphlet An update was given by Eloy Gomez, Safety Coordinator.</p>	Safety Coordinator				
<p>4. UNFINISHED BUSINESS: New Position Communications Coordinator (previously titled as Administration /Communications Specialist) The committee moved to recommend the GRF Board to approve 30-3193.1-8 Communication Coordinator description with some minor changes.</p>	Human Resources Director			✓	
<p>5. UNFINISHED BUSINESS: Recreation Attendant Job Description (previously titled as Recreational Vehicle (RV) Lot and 1.8 Acre Job) update Description The committee moved to recommend the GRF Board to approve 30-3699.1-8 Recreation Attendant.</p>	Human Resources Director			✓	
<p>6. UNFINISHED BUSINESS: Review changes recommended from Work Study on GRF Election Packet given to candidates. – Discussion The committee moved to send the GRF Election Packet, with some minor changes in the packet, to the GRF Board for approval.</p>	Chair, Marsha Gerber			✓	

EXECUTIVE COMMITTEE

7. NEW BUSINESS: STAFF NEEDS – ALL DEPARTMENTS Discussion led by Randy Ankeny, Executive Director.	Executive Director				
8. NEW BUSINESS: FITNESS CENTERS WAIVE FORM The Committee moved to bring this topic back, to the next scheduled meeting.	Executive Director				
9. GAF GRANT WRITING Discussion led by President, Susan Hopewell.	President, Susan Hopewell				
10. GOVERNING DOCUMENTS: Amend 30-5092-1 Code of Ethics The committee moved to send the amended 30-5092-1 Code of Ethics to the GRF Board for approval.	Recording Secretary			✓	
11. GOVERNING DOCUMENTS: Amend 30-5026-3 GRF Election of Officers The committee moved to send the amended 30-5026-3 GRF Election of Officers to the GRF Board for approval.	Recording Secretary			✓	
12. GOVERNING DOCUMENTS: Amend 30-5092-3 BOD Censure Procedure The committee moved to send the amended, 30-5092-3 BOD Censure Procedure to the GRF Board for approval.	Recording Secretary			✓	
13. GOVERNING DOCUMENTS: Amend 30-5020-1 Organization of the Board No action required, reference only.	Recording Secretary				
14. GOVERNING DOCUMENTS: Review 30-1010-1 Authorized Spokesperson The Committee agreed to send Policy 30-1010-1 Authorized Spokesperson to the Communication/IT Committee for review.	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"> • Juneteenth New Federal Holiday • Emergency Supply Storage Cabinets • Fitness Centers Waiver Form • Roberta Arshat will speak on the calibration project with APS Council on aging and Alzheimer OC 					Recording Secretary