



## GRF ADMINISTRATION COMMITTEE

### SUMMARY REPORT

Thursday, November 4, 2021, 1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p><b>1. STAFF REPORTS: Human Resources Monthly Report</b> 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>Human Resources Director</p> <p>Finance Manager</p>				
<p><b>2. UNFINISHED BUSINESS: Status on Emergency Supply Storage Cabinets</b> After a brief discussion, the Committee moved to bring this topic back to the next scheduled meeting.</p> <p>The Committee moved to recommend GRF Board to authorize not to exceed \$10,000 for emergency supply, pending the determination of the Finance Committee on the availability of the funds.</p>	Safety Coordinator			✓	
<p><b>3. UNFINISHED BUSINESS: Update on “Boots on the Ground” Pamphlet</b> An update was given by Eloy Gomez, Safety Coordinator.</p> <p>The Committee moved to recommend GRF Board to approve the use of Trust Property in the event of an emergency.</p>	Safety Coordinator			✓	
<p><b>4. UNFINISHED BUSINESS: FITNESS CENTER WAIVER FORM – DISCUSSION</b> The Committee moved to bring this topic back to the next scheduled meeting.</p>	Executive Director				
<p><b>5. UNFINISHED BUSINESS: APS Council on Aging and Alzheimer OC - Discussion</b> The Committee moved to recommend the GRF Board to approve the use of Trust Property commonly identified as 248 square feet of space, adjacent to the Cafe within Building Five, by Orange County Service Agencies and if</p>	Member Resource and Assistance Liaison			✓	

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<p>needed, a Draft for an annual lease will be created at the annual rate of \$1.00 per year.</p>					
<p><b>6. NEW BUSINESS: JUNETEENTH NEW FEDERAL HOLIDAY – DISCUSSION</b>          After a brief discussion, the motion failed to recommend GRF Board to approve Juneteenth, new Federal law.</p>	<p>Human Resources Director</p>				
<p><b>7. NEW BUSINESS: COUNCIL ON AGING – USE OF SPACE WITHIN BUILDING FIVE</b>          The Committee moved to recommend the GRF Board the use and annual lease at the rate of \$1.00 per year, of Trust Property commonly identified as 248 square feet of space, adjacent to the Café within Building Five, by the Orange County Social Service Agency and if needed, a Draft for an annual lease will be created.</p> <p>The Committee moved to recommend the GRF Board to approve capital improvements to the space within Building Five, in an amount not to exceed \$13,000 funding, plus a contingency of \$2,000. Pending the determination of the availability of capital funds by the Finance Committee.</p>	<p>Executive Director</p>			✓	
<p><b>8. NEW BUSINESS: Administration Office and Workstation Improvements - Phase Three and Four</b>          The Committee moved to recommend the GRF Board to approve Phase three and four, administration offices, ergonomic process improvement and the addition of a training/flex workstation in an amount not to exceed \$14,084.00 funding sources plus a \$2,000 contingency. Pending the determination of the Finance Committee on the availability of the funds.</p>	<p>Executive Director</p>			✓	
<p><b>9. NEW BUSINESS: New Administration Committee – 401K Plan Investment –</b>          After a brief discussion, the Committee agreed to bring this topic back to the next scheduled meeting.</p>	<p>Human Resources Director</p>				
<p><b>10. GOVERNING DOCUMENTS: Amend 30-5092-3 BOD Censure Procedure</b>          The Committee agreed to send Policy 30-5092-2 BOD Censure Procedure to the GRF Attorney for review, regarding the 2/3 rule (who does this include) and bring back to the next scheduled meeting.</p>	<p>Recording Secretary</p>				
<p><b>11. GOVERNING DOCUMENTS: Review 30-5092-1 Code of Ethics</b>          For reference only.</p>	<p>Recording Secretary</p>				

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**FUTURE AGENDA ITEMS:**

The Committee concurred to add future agenda items:

- Status on Emergency Supply storage options-Mr. Gomez
- Fitness Center Waiver Form- Mr. Ankeny
- 401(K) Investment Plan- Discussion (Reference 30-5155-3)
- 30-5092-3 BOD Censure Procedure
- 30-1010-1 Authorized Spokesperson (Reference 20-2806-1)
- Glossary of Terms (For review at the January meeting)

Recording  
Secretary