



GRF ADMINISTRATION COMMITTEE MINUTES

October 27th, 2022

The meeting of the GRF Administration Committee was held on Thursday, October 27, 2022, and was called to order at 1:00 p.m. by Chair Thompson in the Administration Conference Room and via Zoom.

ROLL CALL

Present: Phil Friedman
Donna Gambol
Sandy Geffner
Marsha Gerber

Susan Hopewell
Carol Levine
Nick Massetti
William Thompson- Chair

Directors, Jessica Sedgwick, Executive Director
Staff, and LeAnn Dillman, Human Resources Director
Guests: Mallorie Hall, Finance Director
Jenna Dever, Assistant to Executive Director
Lee Melody, GRF Board Member

Donna Gambol joined the meeting at 1:08 pm

CHAIR'S ANNOUNCEMENTS

Chair Thompson welcomed Committee members, and guests, and introduced Executive Director Jessica Sedgwick, Human Resources Director LeAnn Dillman, Finance Director Mallorie Hall, and Assistant to the Executive Director Jenna Dever.

The Chair outlined the rules of order.

MEMBER COMMENTS

No Member spoke during the Members' Comment period.

APPROVAL OF MINUTES

The Administration Committee minutes dated September 22, 2022, were approved as presented.

CORRESPONDENCE

N/A

STAFF REPORTS

Human Resources Director

The Human Resources Director presented the monthly report, which was included in the agenda packet.

Finance Manager

The Finance Director presented the monthly report, which was included in the agenda packet.

NEW BUSINESSVirtual Dementia Tour

A Committee consensus was reached approving the proposed Virtual Dementia Tour for Community Members, and GRF employees who have direct contact with residents.

UNFINISHED BUSINESSGRF Director's Handbook

Item was discussed; work study will be scheduled after the President's Council.

GOVERNING DOCUMENTSAmend 30-XXXX-3 GRF Community Rules Violation Panel:

Motion: To recommend the GRF Board adopt the amended 30-XXXX-3 GRF Community Rules Violation Panel Charter as corrected.

First: Carol Levine

Second: Phil Friedman

The motion was carried unanimously.

Amend 30-1001-5 - Glossary of Terms: Vehicle Components

Motion: To recommend the GRF Board accept the amended definitions in 30-1001-5 Glossary of Terms: Vehicle Components, as presented.

First: Nick Massetti

Second: Carol Levine

The motion was carried unanimously.

Rescind 30-1001-5 - Glossary of Terms: Motorized Bicycle

Motion: To recommend the GRF Board rescind the definition of Motorized Bicycle in 30-1001-5 Glossary of Terms, as presented.

First: Sandy Geffner
Second: Phil Friedman

The motion was carried unanimously.

FUTURE AGENDA ITEMS:

- 2023 Election Candidate Documents
- Review 30-5028-3 - GRF Directors' Handbook
- Review 30-5110-3 - Administration Committee Charter

PRESIDENT'S COMMENTS

N/A

NEXT MEETING

Thursday, November 17, 2022, in Conference Room A/Zoom.

ADJOURNMENT

The meeting was adjourned to Executive Session at 2:04 pm by Chair Thompson.

Approved Date

Approval Signature

Printed Name