



## **GRF ADMINISTRATION COMMITTEE MINUTES**

**December 13th, 2022**

The meeting of the GRF Administration Committee was held on Thursday, December 13, 2022, and was called to order at 1:00 p.m. by Chair Thompson in Conference Room B and via Zoom.

### **ROLL CALL**

Present: Phil Friedman  
Donna Gambol via Zoom  
Sandy Geffner  
Marsha Gerber via Zoom  
Susan Hopewell  
Carol Levine  
Nick Massetti  
William Thompson- Chair

Directors, Jessica Sedgwick, Executive Director  
Staff and Acacia Young, Learning and Development Manager  
Guests: Jenna Dever, Assistant to Executive Director  
Lee Melody, GRF Board Member

Donna Gambol arrived via Zoom at 1:13pm

### **CHAIR'S ANNOUNCEMENTS**

Chair Thompson welcomed Committee members, and guests, and introduced Executive Director Jessica Sedgwick, Learning and Development Manager Acacia Young, 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 October 27, 2022, were approved as presented.

### **CORRESPONDENCE**

N/A

**STAFF REPORTS**Human Resources Director

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

Finance Director

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

**NEW BUSINESS**

N/A

**UNFINISHED BUSINESS**GRF Director's Handbook

Motion: To reclassify the document category from a Policy 30-5028-3 GRF Director's Handbook to Policy 30-5028-5 GRF Director's Handbook.

First: Susan Hopewell  
Second: Phil Friedman

The motion was carried unanimously.

GRF Director's Handbook

Motion: To recommend the GRF Board approve the proposed changes to Policy 30-5028-5 GRF Director's Handbook as amended to include the addition of section G.

First: Susan Hopewell  
Second: Phil Friedman

The motion was carried unanimously.

**GOVERNING DOCUMENTS**Amend 30-1001-5 - Glossary of Terms

Motion: To recommend the GRF Board approve the proposed changes to Policy 30-1001-5 Glossary of Terms.

First: Susan Hopewell  
Second: Phil Friedman

The motion was carried unanimously.

Adopt 30-1001-5 - Glossary of Terms- New Definitions

Motion: To recommend the GRF Board adopt the proposed definitions to Policy 30-1001-5 Glossary of Terms as amended.

First: Phil Friedman  
Second: Carol Levine

The motion was carried unanimously.

Review 30-5511-3 Legal Services

Motion: The Committee reviewed policy 30-5511-3 Legal Services; no substantive changes were made.

First: Susan Hopewell  
Second: Donna Gambol

The motion was carried unanimously.

Review 30-5604-3 Publication of Board Minutes

Motion: The Committee reviewed policy 30-5604-3 Publication of Board Minutes; no substantive changes were made.

First: Nick Massetti  
Second: Phil Friedman

The motion was carried unanimously.

**FUTURE AGENDA ITEMS:**

- 2023 Election Candidate Documents
- Review 30-5110-3 - Administration Committee Charter
- Review 30-1001-5 - Glossary of Terms

**NEXT MEETING**

Thursday, January 26, 2023, in Administration Conference Room A/Zoom.

**ADJOURNMENT**

The meeting was adjourned to Executive Session at 2:01 pm by Chair Thompson.

\_\_\_\_\_  
Approved Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Printed Name