



## **GRF ADMINISTRATION COMMITTEE MINUTES**

**January 26, 2023**

The meeting of the GRF Administration Committee was held on Thursday, January 26, 2023, and was called to order at 1:00 p.m. by Chair Thompson in Conference Room A and via Zoom.

### **ROLL CALL**

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

Directors, Jessica Sedgwick, Executive Director  
Staff and LeAnn Dillman, Human Resources Director  
Guests: Mallorie Hall, Director of Finance  
Acacia Young, Learning and Development Manager  
Eloy Gomez, Safety Manager  
Jenna Dever, Assistant to Executive Director  
Susan Jaquelin, GRF Board Member via Zoom

### **CHAIR'S ANNOUNCEMENTS**

Chair Thompson welcomed Committee members, and guests, and introduced Executive Director Jessica Sedgwick, Director of Human Resources LeAnn Dillman, Director of Finance Mallorie Hall, Learning and Development Manager Acacia Young, Safety Manager Eloy Gomez, and Administration Manager 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 December 13, 2022, were approved as presented.

**CORRESPONDENCE**

N/A

**STAFF REPORTS**

Human Resources Director

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

Finance Director

The Director of Finance presented the Finance monthly report.

Safety Manager

The Safety Manager presented the safety report.

**NEW BUSINESS**

GRF Bylaw Amendment- Ballot

Item has been moved to Executive Session due to legal opinions discussed.

**UNFINISHED BUSINESS**

N/A

**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: Carol Levine

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 presented.

First: Susan Hopewell  
Second: Carol Levine

The motion was carried unanimously.

Review 30-1021-1 Posting of Signs on Trust Property

The Committee reviewed policy 30-1021-1 Posting of Signs on Trust Property; a work study will be scheduled for further review.

**FUTURE AGENDA ITEMS:**

- Review 30-1010-1 - Authorized Spokesperson
- Review 30-5110-3 - GRF Administration Committee Charter
- Review 30-1001-5 - Glossary of Terms
- Review 30-1021-1 - Posting of Signs on Trust Property

**NEXT MEETING**

Thursday, February 23, 2023, in Administration Conference Room A/Zoom.

**ADJOURNMENT**

The meeting was adjourned to Executive Session at 2:08 pm by Chair Thompson.

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Approved Date

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Approval Signature

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