



## EXECUTIVE COMMITTEE MINUTES December 9, 2016

The meeting of the Executive Committee was held on Thursday, December 9, 2016, and was called to order at 1:00 p.m. by Chair L. Stone in the Administration Conference Room and followed by the Pledge of Allegiance led by Mrs. Reed.

### ROLL CALL

Present: Ms. L. Stone, Chair  
Mrs. J. Reed  
Mr. P. Hood  
Ms. K. Rapp  
Mrs. C. Damoci  
Mr. B. Lukoff  
Mr. P. Moore

Also Present: Mr. R. Ankeny, Executive Director  
Mrs. C. Flynn, Human Resources Director  
Mrs. B. Shuler, Finance Manager  
Mr. J. Guerrero, Security Chief  
Ms. C. Knapp, Stock Transfer Supervisor  
Mr. Eloy Gomez, Safety/Emergency Coordinator  
Mrs. L. Whitlock, Recording Secretary  
Mrs. L. Perrotti, GRF Representative, Mutual One  
Mr. R. Stone, GRF Representative, Mutual One  
Ms. P. Snowden, GRF Representative, Mutual Two  
Ms. S. Hopewell, GRF Representative, Mutual Six  
Mrs. M. Greer, GRF Representative, Mutual Eleven  
Mrs. H. Tran, GRF Representative, Mutual Fifteen  
Ms. S. Fekjar, GRF Representative, Mutual Sixteen  
Three Shareholders/Members

By unanimous consent, Chair L. Stone declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board

meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Committee meeting will be presented to the Board for approval following the approval of the committee meeting minutes in January, 2017.

**CHAIR'S ANNOUNCEMENTS**

Chair L. Stone introduced the Executive Director, Finance Manager, Human Resources Director, Security Chief, Stock Transfer Supervisor, Safety/Emergency Coordinator and the Recording Secretary.

Chair L. Stone reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

**APPROVAL OF MINUTES**

The minutes of November 10, 2016 were approved, as presented.

**SHAREHOLDER COMMENTS**

No shareholders spoke on items pertaining to the Committee's area of purview.

**OLD BUSINESS**

By-laws

Chair L. Stone reported that the item of By-laws is to remain on the agenda until the first of the year. No action taken.

GRF Committee Charters

It is the consensus of the Committee that each Committee should review its individual charters at the beginning of the year. No action taken.

Security Department Job Descriptions

It is the consensus of the Committee for staff to present a preliminary report in January 2017, regarding job descriptions for the following positions:

1. 3490.1-37 Watch Commander

2. 3491.1-37 Security Officer 1 (SO1)
3. 3491.2-37 Security Officer 2 (SO2)
4. 3491.3-37 Security Officer 3 (SO3)
5. 3491.4-37 Lead Security Officer/Trainer
6. 3491.5-37 Security Officer – Per Diem

This item is to remain on the agenda until project is completed, finalized and approved.

#### Parking Specialist Job Description

After a brief discussion, the Executive Director reported that he will draft the job description for the Parking Specialist position and present to the Committee by the next scheduled meeting. No action taken.

#### Trust Attorney

The GRF BOD must periodically review all service providers, including legal counsel. Therefore, the Committee has approved a general review in the area of legal support services in the area of Trust Review. Thirteen qualified law firms received Trust Review request for proposal letters. The current provider, Pray, Price, Williams & Picking were informed that the GRF BOD must do its due diligence and periodically review all service providers, including legal counsel and this is in no way a reflection on the quality of service that has been provided.

After a brief discussion by staff and committee members, Mr. Hood MOTIONED, seconded by Ms. Rapp and unanimously carried by Committee members present –

**TO** interview the following law firms: 1) Pray, Price, Williams & Picking; 2) The Judge Law Firm and 3) Miller & Miller-Bazemore for an in-person interview, in an effort to seek out counsel that may be qualified to provide the required services as Trust Attorney. Stock Transfer Supervisor will schedule the interview and advise the Committee members.

#### Limitation of Term

It is the consensus of the Committee to leave the policy as is and remove from the agenda. The Committee concurred to refer 5101-30, Limitation of Term-Standing Committee Chairman

### **NEW BUSINESS**

#### Workers' Compensation Renewal

The Committee members reviewed the December 31, 2016 to December 31, 2017 Workers' Compensation & Employer Liability Insurance Proposal, as submitted by DLD Insurance Brokers on November 15, 2016.

Items highlighted in the proposal were: Improved loss history through active safety programs and procedures; Reduction in Experience Modification rate from 155 to 125; Policy represents a premium reduction of \$63,558 from the current policy; and consideration was given during the 2017 budget planning process in anticipation of a reduction in premiums. The proposed policy represents a possible savings to the budget of \$31,114.

Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried –

**TO** approve and recommend to the Board the acceptance of the policy as submitted by DLD Insurance Brokers on November 11, 2016 for the period of December 31, 2016 to December 31, 2017.

#### Staff Holiday Incentive

The Human Resources Director reported that the Foundation has been able to achieve savings in its budgeted costs for labor expense for 2016 of \$387,661.00, as of November 2016. Human Resources Director requested approval of the Committee for Holiday Bonus to all Full-Time and Part-Time GRF employees in recognition of their service throughout the year.

After a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Rapp and unanimously carried –

**TO** approve and recommend to the Board the Holiday Bonus for all Full-Time and Part-Time GRF employees in the form of a \$50 Gift Card for Ralph's Grocery in an amount not to exceed \$11,400.

#### GRF Employee Holiday Luncheons

The Human Resources Director requested approval of the GRF Departmental Holiday Luncheons in the amount of \$10 per employee, per department, in an amount not to exceed \$2,280.

After a brief discussion, Mr. Hood MOTIONED, seconded by Mrs. Damoci and unanimously carried –

**TO** approve the GRF Employee's Departmental Holiday Luncheons at cost of \$10 per employee in an amount not to exceed \$2,280.

Day after Thanksgiving vs. Floating Holiday for GRF Employees

The Executive Director discussed the possibility of offering the Day after Thanksgiving as a given Holiday to GRF employees in opposed to the Floating Holiday, as currently offered. The Executive Director reported that he will draft a memo to the GRF employees and present at the next Committee meeting for review. No action taken.

Mutual Gifts to Staff - Discussion

It is the consensus of the Committee for staff members to comply with Policy 4162, as it relates to accepting gifts from Foundation members. No action taken.

**POLICIES**Policy 5025-33, Election Procedures

The Stock Transfer Supervisor reported that Policy 5025-30, Election Procedures, sets forth information regarding the election process for the GRF Board of Directors. Four changes were recommended to improve clarification about candidate responsibilities and materials: 1) Specify the application materials candidates will turn in prior to the deadline, and clarify that candidates are required to provide photo identification when turning in candidate application materials; 2) Add information about the Candidate Eligibility Disclaimer, which was put into practice per GRF Board approval on February 23, 2016; 3) Set forth the cost to purchase mailing labels at a flat rate of \$10 plus \$0.25 per sheet total cost; and 4) Correct GRB to GRF on page 5 of the policy.

After a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried –

**TO** recommend to the Board to amend Policy 5025-33, Election Procedures, as follows: 1) Specify the application materials candidates will turn in prior to the deadline, and clarify that candidates are required to provide photo identification when turning in candidate application materials; 2) Add information about the Candidate Eligibility Disclaimer, which was put into practice per GRF Board approval on February 23, 2016; 3) Set forth the cost to purchase mailing labels at a flat rate of \$10 plus \$0.25 per sheet total cost; and 4) Correct GRB to GRF on page 5 of the policy.

Policy 5092-30, BOD Code of Ethics and Conduct

It is the consensus of the Committee to return this policy for further review and development. Chair L. Stone asked Committee members to forward any suggestions and/or changes to Joy Reed and Paula Snowden.

**SUBCOMMITTEE REPORTS**

Emergency Planning

The Safety/Emergency Coordinator thanked the Committee for its generous donation of \$1,000, which will be used for the purchase of CERT equipment.

Code of Ethics

Mrs. Reed reported that she will be working with Ms. P. Snowden on Policy 5092-30, BOD Code of Ethics and Conduct, as recommended by the Committee.

**STAFF REPORTS**

Human Resources Director

The Human Resources Director presented her reports, as attached in the agenda packet.

Finance Manager

The Finance Manager presented her report, as attached in the agenda packet.

Executive Director

The Executive Director spoke in Executive Session.

**SHAREHOLDER / MEMBER COMMENTS**

Two shareholders made comments on various topics.

**COMMITTEE MEMBERS COMMENTS**

Six Committee members spoke on the proceedings of the Committee meeting.

Mrs. Reed MOTIONED, seconded by Ms. Rapp and unanimously carried –

**TO** adjourn the open Executive Committee meeting at 3:40 p.m. and go into Executive Session at 3:50 p.m.

**ADJOURNMENT**

The open Executive Committee meeting was adjourned at 3:40 p.m.

A handwritten signature in cursive script that reads "Linda Stone". The signature is written in black ink and is positioned above a horizontal line.

Linda Stone, Chair  
EXECUTIVE COMMITTEE

law 11.17.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE  
EXECUTIVE COMMITTEE MEETING**

**MOTIONS**

- By unanimous consent, Chair L. Stone declared the reading of the quorum notification be dispensed with.
- Chair L. Stone declared the minutes of the regular meeting of November 10, 2016, approved as presented.
- **TO** interview the following law firms: 1) Pray, Price, Williams & Picking; 2) The Judge Law Firm and 3) Miller & Miller-Bazemore for an in-person interview, in an effort to seek out counsel that may be qualified to provide the required services as Trust Attorney. Stock Transfer Supervisor will schedule the interview and advise the Committee members.
- **TO** approve and recommend to the Board acceptance of the policy as submitted by DLD Insurance Brokers on November 15, 2016 for the period of December 31, 2016 to December 31, 2017.
- **TO** approve and recommend to the Board the Holiday Bonus for all Full-Time and Part-Time GRF employees in the form of a \$50 Gift Card for Ralph's Grocery in an amount not to exceed \$11,400.
- **TO** approve the GRF Employee's Departmental Holiday Luncheons at \$10 per employee in an amount not to exceed \$2,280.
- **TO** recommend to the Board to amend Policy 5025-33, Election Procedures, as follows: 1) Specify the application materials candidates will turn in prior to the deadline, and clarify that candidates are required to provide photo identification when turning in candidate application materials; 2) Add information about the Candidate Eligibility Disclaimer, which was put into practice per GRF Board approval on February 23, 2016; 3) Set forth the cost to purchase mailing labels at a flat rate of \$10 plus \$0.25 per sheet total cost; and 4) Correct GRB to GRF on page 5 of the policy.

**ACTIONS**

- Chair L. Stone reported that the item of By-laws is to remain on the agenda until the first of the year. No action taken.



- It is the consensus of the Committee that each Committee should review its individual charters at the beginning of the year. No action taken.
- It is the consensus of the Committee for staff to present a preliminary report in January 2017, regarding job descriptions for the following positions:
  - 3490.1-37 Watch Commander
  - 3491.1-37 Security Officer 1 (SO1)
  - 3491.2-37 Security Officer 2 (SO2)
  - 3491.3-37 Security Officer 3 (SO3)
  - 3491.4-37 Lead Security Officer/Trainer
  - 3491.5-37 Security Officer – Per Diem
- Executive Director reported that he will draft the job description for the Parking Specialist position and present to the Committee by the next scheduled meeting.
- It is the consensus of the Committee to leave the policy as is and remove from the agenda. The Committee concurred to refer 5101-30, Limitation of Term-Standing Committee Chairman
- The Executive Director will draft a memo to GRF employees regarding the Day after Thanksgiving Holiday in opposed to the Floating Holiday and present at the next Committee meeting for review.
- It is the consensus of the Committee for staff members to comply with Policy 4162, as it relates to accepting gifts from Foundation members.
- It is the consensus of the Committee to return this policy for further review and development. Chair L. Stone asked Committee members to forward any suggestions and/or changes to Joy Reed and Paula Snowden.