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## Executive Committee

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### **Agenda**

Administration Conference Room

Friday, February 10, 2017

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chairs Announcements
  - a. Introduction of Guests and Staff
  - b. Rules of Order
  - c. Chairs Report
4. Approval of Minutes
  - a. Minutes of January 13, 2017 (pp. 1-6)
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 3 minutes per person)*
6. Correspondence (not applicable)
7. Election Update
8. Old Business
  - a. By-laws
  - b. Parking Specialist Job Description (pp. 7-9)
8. New Business
  - a. Approve Volunteer Decorating Group
9. Policies (pp. 10-22)
  - a. Policy 5031-30, Escrows (p. 12)
  - b. Policy 1220-30, Resident Specialists (p. 13)
  - c. Policy 5505-30, Staff Communications (p.14)
  - d. Resolution 1020-30, Door-to-Door Solicitation (p.15)
  - e. Policy 1511-30, Dissemination of Information-Clubs (p.16)
  - f. Resolution 5032-30, Indemnification Resolution (p.17)

- g. Policy 5551-30, Paramedic Program (pp. 18-19)
  - h. Regulation 2004.01-30, Correspondence (p.20)
  - i. Policy 5022-30, Limitation of Terms-Officers (p. 21)
  - j. Policy 5102-30, Quorum (p.22)
- 10. Subcommittee Reports
  - a. Emergency Planning Subcommittee
  - b. Emergency Council Report
- 11. Staff Reports
  - a. Human Resources Director (pp. 23-30)
  - b. Executive Director
  - c. Finance Manager (handout)
- 12. Shareholder/Member Comments  
*(Limited to 3 minutes per person)*
- 13. Committee Member Comments
- 14. Adjourn to Executive Committee Executive Session
  - a. Approval of Executive Session Minutes – January 13, 2017
  - b. Personnel
- 15. Next Meeting/Adjournment
  - a. **Friday, March 10, 2017**



## EXECUTIVE COMMITTEE MINUTES Friday, January 13, 2017

The meeting of the Executive Committee was held on Friday, January 13, 2017. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

### ROLL CALL

Present: Ms. L. Stone, Chair  
Mrs. C. Damoci, President  
Mr. P. Hood  
Mr. B. Lukoff

Mr. P. Moore  
Ms. K. Rapp  
Mrs. J. Reed, Corporate Secretary

Staff and  
Guests: Mr. R. Ankeny, Executive Director  
Ms. B. Shuler, Manager of Finance  
Mr. R. Gonzalez, Facilities Manager  
Ms. C. Knapp, Stock Transfer Supervisor  
Mrs. D. Bennett, 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. H. Tran, GRF Representative, Mutual Fifteen  
Ms. S. Fekjar, GRF Representative, Mutual Sixteen  
One Foundation Member, Kathy Almeida, Mutual One

### CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) 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 BOD at its regular Board meeting on the 4<sup>th</sup> 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/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in February.

### **CHAIR'S ANNOUNCEMENTS**

The Chair introduced the Executive Director, the Finance Manager, the Stock Transfer Supervisor and the Recording Secretary.

The Chair 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 COMMITTEE MINUTES**

The minutes of December 9, 2016 were approved, as presented.

### **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

One shareholder/member spoke on agenda topics.

### **CORRESPONDENCE**

No correspondence was received by the Executive Committee.

### **OLD BUSINESS**

#### **By-laws**

The Committee agreed to discuss the by-laws at a future meeting.

#### **Security Department Job Descriptions**

The agenda item will be addressed at the February Committee meeting.

#### **Parking Specialist Job Description**

The agenda item will be addressed at the February Committee meeting.

#### **Trust Attorney Discussion**

The GRF BOD must periodically review all service providers, including legal counsels. The Stock Transfer Supervisor advised that three Trust Attorneys are scheduled to meet with the GRF BOD on January 23, 2017.

## Day after Thanksgiving vs. Floating Holiday for GRF Employees

Upon review of preliminary information, the Committee agreed to discuss the agenda item at the February Committee meeting.

## **NEW BUSINESS**

### Group Insurance Renewal

The annual review of the Foundation's employee group benefit contracts have been completed for the period of April 1, 2016 through March 31, 2018. The information, provided by the Foundation's insurance broker, Trapani, Dickens and Associates (TDA) included quotes on the rates from the current carriers as well as information from six other carriers. The cost to the Foundation, services provided to employees, plan design, customer service and access to care were factors considered.

Mrs. Damoci MOVED, seconded by Mr. Hood and carried unanimously by the Committee members present –

**TO** approve and recommend to the Golden Rain Foundation (GRF) Board of Directors (BOD) the renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2017, ending March 31, 2018: Kaiser Medical Low and High Plans, Guardian Dental HMO and PPO Plans, Guardian VSP Vision Plan, Guardian Basic Life and AD&D Insurance Plan, Guardian Long Term Disability Plan, Guardian Employee Assistance Plan, Guardian Voluntary Life Plan, VPI Voluntary Pet Insurance Plan and reimbursement of up to \$500 hospitalization co-pay, annually, per employee; \$5,000.00 of the premium decrease of \$29,000.00, realized by the new broker, will be allocated to fund the reimbursement.

Ms. Rapp MOVED, seconded by Mr. Lukoff-

Adopt and recommend to the GRF BOD approval to establish a Flexible Spending Account Plan to enhance the benefit plan offerings to full-time GRF employees, effective April 1, 2017.

The motion was carried by the Committee members with one abstention (Damoci).

### Appointment of Resident Specialists to the Policy Reorganization Sub-committee

In accordance with Foundation Policy 1220-30, Resident Specialists, the Executive Committee shall appoint resident specialists as volunteer advisory members.

The Committee concurred to appoint resident specialists Betty Coven and Margaret Gillon to the Policy Reorganization Sub-committee.

Appointment of Resident Specialists to the New Buyers Video Production Sub-committee

The Committee concurred to appoint resident specialists Betty Coven, Margaret Gillon, and Sandra L. Stark to the New Buyers Video Production Sub-committee.

Trust Property Lease, Mutual Eight

Ms. Rapp MOVED, seconded by Mrs. Damoci and carried unanimously by the Committee members present –

**TO** approve the use and lease agreement between Seal Beach Mutual Eight and the Golden Rain Foundation, for Trust Property, Lot E for three years, commencing January 2017 and to expire on December 31, 2019, with the option to review this agreement annually and renew for additional five (5) year periods; either party retains the right to revoke and terminate this agreement at any time.

**POLICIES**

Adopt Policy 5092-30, Board of Directors' Code of Ethics and Conduct

Mrs. Reed MOVED, seconded by Mr. Hood and carried unanimously by the Committee members present –

**TO** recommend the GRF BOD adopt of Policy 5092-30, Board of Directors' Code of Ethics Conduct, as amended.

Adopt Policy 5092.1-30, Board of Directors' Code of Ethics and Conduct

Ms. Rapp MOVED, seconded by Mrs. Damoci and carried unanimously by the Committee members present –

**TO** recommend the GRF BOD adopt Policy 5092.1-30, Board of Directors' Code of Ethics and Conduct, as amended.

Adopt Policy 5092.2-30, Board of Directors' Code of Ethics and Conduct

Mrs. Reed MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present –

**TO** recommend to the GRF BOD adoption of Policy 5092.2-30, Board of Directors' Code of Ethics and Conduct.

**SUBCOMMITTEE REPORTS**

Emergency Preparedness Committee

Mr. Gomez was unavailable to attend today's meeting.

### Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, reported excellent participation at the meetings, including discussion of solar powered generators.

### Code of Ethics and Conduct Sub-committee Report

The Committee concurred to disband the Code of Ethics and Conduct Sub-committee.

## **STAFF REPORTS**

### Human Resources Director

The Human Resources Director's report was presented by the Executive Director, as attached.

### Finance Manager

The Director of Finance presented the Finance Manager's report, as attached.

### Executive Director

The Executive Director spoke in Executive Session.

## **SHAREHOLDER COMMENTS**

Two shareholder/members spoke on various items pertaining to the Committee's area of purview.

## **COMMITTEE MEMBERS**

Six Committee members spoke on topics related to today's Committee meeting.

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members-

## **ADJOURNMENT**

The meeting was adjourned 3:27 p.m.

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Joy Reed  
Corporate Secretary

01.13.17/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE  
MEETING ON JANUARY 13, 2017**

**ACTIONS**

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of December 9, 2016 were approved, as presented;
- The Committee concurred to appoint resident specialists Betty Coven and Margaret Gillon to the Policy Reorganization Sub-committee;
- The Committee concurred to appoint resident specialists Betty Coven, Margaret Gillon, and Sandra L. Stark to the New Buyers Video Production Sub-committee;
- The Committee concurred to disband the Code of Ethics and Conduct Sub-committee.

**MOTIONS**

- **TO** approve and recommend to the Golden Rain Foundation (GRF) Board of Directors (BOD) the renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2017, ending March 31, 2018: Kaiser Medical Low and High Plans, Guardian Dental HMO and PPO Plans, Guardian VSP Vision Plan, Guardian Basic Life and AD&D Insurance Plan, Guardian Long Term Disability Plan, Guardian Employee Assistance Plan, Guardian Voluntary Life Plan, VPI Voluntary Pet Insurance Plan and Reimbursement of up to \$500 hospitalization co-pay, annually, per employee. \$5,000.00 of the decrease of \$29,000.00, realized by the new broker, will be allocated to reestablishment of the employee reimbursement deductible;
- Adopt and recommend to the GRF BOD for approval to establish a Flexible Spending Account Plan to enhance the benefit plan offerings to full-time GRF employees, effective April 1, 2017;
- **TO** approve the use and lease agreement between Seal Beach Mutual Eight and the Golden Rain Foundation, for Trust Property, Lot E for three years, commencing January 2017 and to expire on December 31, 2019, with the option to review this agreement annually and renew for additional five (5) year periods; either party retains the right to revoke and terminate this agreement at any time;
- **TO** recommend the GRF BOD adopt of Policy 5092-30, Board of Directors' Code of Ethics Conduct, as amended;
- **TO** recommend the GRF BOD adopt Policy 5092.1-30, Board of Directors' Code of Ethics and Conduct, as amended;
- **TO** recommend to the GRF BOD adoption of Policy 5092.2-30, Board of Directors' Code of Ethics and Conduct.



**STAFF OPERATIONS****POSITION DESCRIPTION**

Position Title: PARKING ENFORCEMENT SPECIALIST

Department: SECURITY

Reports To: Lead Officer, Watch Commander, Security Deputy Chief, or Security Chief

**OVERALL FUNCTION**

- Primary function is to promote traffic safety by reasonable enforcement in accordance with the rules, regulations and policies of the Foundation and by assisting emergency personnel and residents throughout the community.
- Further supports the Security department operations by assisting internal or external customers requesting help or information.

**JOB RESPONSIBILITIES** include the following. Other duties may be assigned.

**Essential Functions**

- Drives a patrol vehicle, monitors streets and parking areas. Enforces Community rules and regulations with regard to parking and safe vehicle operation (moving violations). Issues Notice of Violations/Citations to offenders as appropriate.
- Responds to and documents incidents involving injury or damage to Community property or Leisure World employees and facilitates information exchange between parties involved in any and all incidents. Assists Law Enforcement, Fire, and Medical Services regarding vehicular incidents.
- Provides traffic control as needed; lifts, carries and places traffic safety cones, barricades and signs when assigned.
- Identifies and documents abandoned vehicles and makes notification for towing of same.
- Places and retrieves portable radar signs at targeted locations within the Community.
- Patrols and enforces rules and regulations in the Recreational Vehicle Parking Lot and answers inquiries.
- Responds to Security management with coordination of matters concerning traffic safety, traffic enforcement, incidents and reporting.
- Maintains daily records and logs of activities.

**Non-Essential Functions**

- Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- Resolves resident issues by clarifying the complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, and expediting the solution or involving management if a clear solution is not available.
- Fills in as a Security Officer 2 as needed:
  - Assists in issuing and processing visitor requests, decal updates and requests for information.
  - Handles radio communications; dispatches patrol car to follow and assist paramedics in

medical emergencies.

- Investigates and handles problems and complaints; completes reports when required.
- Answers phones and determines appropriate responses in accordance with established procedures.
- Assists walk-in customers to facilitate the smooth operations of department.
- Maintains security department files and patrol logs.
- Types reports, correspondence, and fills out forms as necessary.
- Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
- Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board.
- Fills in as a Security Officer 1 as needed:
  - Controls all inbound/outbound vehicle traffic and walk-in traffic at all entrances.
  - Screens all entering vehicles for passes or decals. If none, checks with residents or GRF departments for permission to enter.
- Receives information from residents regarding expected guests and posts on admittance board as needed.

## QUALIFICATIONS REQUIRED

### Knowledge, Skills and Abilities

- Ability to operate a motor vehicle in a safe manner.
- Knowledge of occupational hazards and safety precautions.
- One year customer service experience with knowledge of telephone etiquette.
- Proficient computer skills and knowledge of basic office procedures.
- Two years of Security Officer, Dispatcher, or Public Safety experience.
- Must be available to work 24 hours per week.
- Must be available to work one shift each quarter on evenings or nights if regularly scheduled on day shift.

### Physical Ability

- Frequent standing and walking.
- Occasional bending, stooping and twisting.
- Close vision necessary.
- Ability to lift up to 25 pounds.
- Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation and the Leisure World Health Care Center prior to commencement of employment and annually thereafter.

### Mental Abilities

- Ability to read, write and communicate clearly and effectively.
- Ability to respond to emergencies efficiently and make immediate decisions.
- Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors.
- Ability to maintain confidentiality and use diplomacy and sound judgment.

Education

- Minimum high school diploma (or equivalent)

Licenses/Certificates

- Private Proprietary Security Guard Certification or will obtain certification within six months of employment.
- Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

Additional Qualifications

- In order to ensure no conflict of interest exists in performance of job duties, employee may not be a resident of the Leisure World, Seal Beach community.

**PERSONAL PROTECTIVE EQUIPMENT**

- Rain gear.
- Safety vest.

**WORK ENVIRONMENT**

- Exposure to outdoor elements.

**TOOLS AND EQUIPMENT USED**

- Computer, telephone, wireless radio (walkie-talkie), bolt cutters, radar gun, body worn cameras.
- Operates patrol car.

**The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills of personnel so classified.**

Adopted: XX/XX/XXXX

I have read and understand the information contained in this position description.

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXECUTIVE  
COMMITTEE  
POLICIES**

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**GOLDEN RAIN OPERATIONS**

**Escrows**

Any officer of the Board may sign escrows on behalf of the Golden Rain Foundation.

**Policy**  
Adopted: 19 Jul 66

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Jul 66)

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**COMMUNITY OPERATIONS**

**RESIDENT PARTICIPATION**

**Resident Specialists**

The Board of Directors recognizes the important contribution that can be made by residents of this community.

It is the desire of the Board to approve and encourage the selection of such resident specialists in volunteer advisory appointments providing the request for appointment is made by a committee chairman through the Executive Committee.

**Policy**  
Adopted: 28 Jul 67

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Jul 67)

Page 1 of 1

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Staff Communications**

The President of the Golden Rain Foundation is responsible for the appointment and functioning of the Board committees appointed by him, and is an ex-officio member of each committee. Adequate and direct communication by directors and committee chairmen is necessary for the President to carry out his responsibility.

Staff communications between Board members and Board committees need to be channeled through the President of the Board to the Administrator.

Board members and committees of the Board of Directors shall review with the President of the Foundation their desire to initiate projects and resolve complaints.

In cases where projects or resolution of complaints have been properly channeled and acted upon by the Board of Directors, and execution of the plans for a project or settlement of a complaint requires assistance or consultation with the Administrator or a department head, the Board member or committee of the board to whom the project or complaint is assigned shall contact the President of the Board of Directors, and the President will then determine what further action is required.

Projects and programs that have previously been budgeted and/or approved by the Board of Directors shall be routinely handled by the committee chairman and the department head. Reports of recommended actions shall be reported through the Administrator to the President of the Board.

**Policy**  
Adopted: 16 Feb 71

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Feb 71)

Page 1 of 1



COMMUNITY OPERATIONSDoor-To-Door Solicitation

Seal Beach Leisure World is a cooperative housing project consisting of approximately 6,500 units of apartments, and the Golden Rain Foundation under and pursuant to the terms of a trust is the owner of all the community facilities at Seal Beach Leisure World consisting of the streets, common sidewalks, clubhouses and ways of ingress and egress into said project; and Seal Beach Leisure World is subject to and is constantly harassed by peddlers and door-to-door solicitors who are upon said grounds without authority or permission; and it is the desire of this Board of Directors to remedy and correct said situation and to provide for an orderly arrangement concerning said solicitors, peddlers and bill passers.

Door-to-door solicitors, peddlers, agents, salesmen, poll takers, delivery personnel and any personnel and any person attempting to make a door-to-door communication, except as provided by law, with residents of Seal Beach Leisure World for any purpose, are prohibited from entering the Seal Beach Leisure World Project and are prohibited from using the common streets and common walkways subject to ownership by the Golden Rain Foundation and owned by the Golden Rain Foundation directly or pursuant to the terms of the trust under which said properties are held, except upon procuring the prior written approval of the Administrator of the Seal Beach Leisure World Project who is authorized to promulgate a procedure for said approvals and the promulgation of limitations upon said activity or conduct as he determines necessary in each instance.

Any person violating this resolution and entering said Project for said purposes without prior approval shall be ejected from said premises and is deemed a trespasser. This resolution does not authorize the use of force and violence by any Security Personnel at this Project for the removal of said person, said ejection to be by peaceful means or with the aid and assistance of the Police Department or Law Enforcement Agency properly deemed to be contacted.

Notice of said prohibition of said solicitation shall be posted at the entrances to the Seal Beach Leisure World Project

**Resolution**

Adopted: 21 Sept 71

**GOLDEN RAIN FOUNDATION**  
Seal Beach, California

(Apr 71)

Page 1 of 1

**COMMUNITY OPERATIONS**

**RESIDENT INFORMATION**

**Dissemination of Information - Clubs**

Information accumulated by the Recreation Department concerning the clubs in Leisure World will be treated as restricted information on a basis similar to that stated in Policy #1510.

The Community Facilities Manager is authorized to disseminate information about the clubs of Leisure World in the following situations:

1. When the club has given such permission in writing to the Recreation Department.
2. When the information is in a published directory distributed to all residents and authorized by the Golden Rain Board.

**Policy**  
Adopted: 20 Mar 73

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Mar 73)

**GOLDEN RAIN OPERATIONS****Indemnification Resolution**

## RESOLUTION:

RESOLVED, that this corporation, in consideration of each of the directors of the corporation acting in the capacity of director, hereby agrees to and does indemnify each director of the corporation for any and all claims including, but not limited to, costs and attorney's fees imposed upon said director by reason of any act, action, or other manner of taking action as a director of this corporation on behalf of the corporation, done and made in good faith including, but not limited to, all costs and attorney's fees incident to the defense of said position whether rightly or wrongly performed, as long as the same was done in good faith on behalf of the corporation. The corporation agrees to indemnify each of the directors for said expenses or liabilities by reason of serving in the position of director of the corporation.

RESOLVED FURTHER, that this indemnification applies to any claim arising out of a director's alleged misfeasance or nonfeasance in the performance of his duties past, present or future, or out of any alleged wrongful act against the corporation or by the corporation, each and every such indemnity agreement specified by the adoption of this resolution is subject to any limitations thereof imposed by the Corporation Code of the State of California or any other law applicable to the corporation limiting such indemnity on behalf of the corporation to a director of the corporation.

**Resolution**  
Adopted: 17 Feb 76

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Feb 76)

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## GOLDEN RAIN OPERATIONS

### Board Internal Operations

#### Paramedic Program

The City of Seal Beach has a paramedic program in the city and within the confines of Seal Beach Leisure World. Under contract between Golden Rain Foundation and Los Alamitos Medical Center (LAMC), medical services are provided within the confines of Leisure World to those seeking such services. The parameters for the operation of the paramedic program within Seal Beach Leisure World are:

1. That the Golden Rain Foundation hereby grants to members of the Seal Beach Fire Department Paramedic Unit access and permission to enter the confines of Seal Beach Leisure World when called by a resident, invitee, or employee of Seal Beach Leisure World. Such entry shall only be upon request of a resident, invitee, or employee of Seal Beach Leisure World or on request of someone acting on behalf of such person. In the event of a significant emergency situation or disaster, the City paramedic unit may respond on its own initiative.
2. That it is intended by the parties hereto, that residents in need of medical attention should not call upon both the on-site Health Care Center leased and managed by LAMC, and at the same time, the paramedic services offered by the City. Each party shall attempt to communicate to residents of Seal Beach Leisure World the request that only one such agency should be called.
3. In the event a request for medical aid is made by a resident of Seal Beach Leisure World who is in need of medical attention, and both the paramedic service of the City and the on-site Health Care Center team should, for whatever reason, arrive upon the scene of any medical emergency, and the patient is able to indicate his or her desire as to whom should care for such patient, the decision of the patient shall be final. If the patient is unable to make such a decision, it is agreed between the parties hereto that the medical team having initiated emergency treatment shall proceed to a conclusion of such service without any interruption or interference by the other party.
4. In consideration of the terms and provisions herein contained and by the permitting of the City to enter into the project for the administration of paramedic service, the City does hereby assume all risk of loss, claim of injury or damage to person or property by reason of its acts or actions and agrees to and does hereby agree to defend and indemnify the Golden Rain Foundation from all such claims for loss, damage or injury sustained by any person whomever, whether caused by the negligence of the City, or its agents or employees if such claim has arisen out of any emergency medical care or treatment in which the City, by and through its paramedic service, participated.
5. The City and the Foundation each agree that they will attempt to publicize the program of the  
(Mar 77)

**GOLDEN RAIN OPERATIONS**

**Board Internal Operations**

**Paramedic Program**

paramedic service and desire of both agencies that only one such agency be called in any given situation.

**Policy**  
Adopted: 30 Mar 77

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Mar 77)

**ADMINISTRATION**

**Correspondence**

Maintaining effective communication requires that all correspondence receives an appropriate answer as soon as it is possible to obtain the information for an answer.

Normally, written communication calls for a written response. However, the subject matter and the import of the communication may suggest that another type of response is more appropriate.

All administrative and supervisory staff needs to exercise reasonable judgment in determining the proper response. The responsibility for answering any communication applies equally to inquiries addressed directly to the department or referred to the department from one of the Board or another administrative office.

**Regulation**  
Approved: 03 Oct 79

**Executive Director**  
**Golden Rain Foundation**

(Oct 79)

Page 1 of 1

**GOLDEN RAIN OPERATIONS**

**Limitation of Term - Officers**

Officers of the Board of Directors shall not be permitted to succeed themselves in office for more than two terms.

The intent of this policy is to limit any Director to no more than three successive terms in any position as an officer of the Board of Directors of the Golden Rain Foundation.

**Policy**  
Adopted: 08 Jul 80

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Jul 80)

Page 1 of 1

**GOLDEN RAIN OPERATIONS**

**COMMITTEE FUNCTIONS**

**Quorum**

Half of the members of a committee constitute a quorum and must be present at any regularly scheduled meeting in order to transact the business of the committee.

**Policy**  
Adopted: 08 Sept 81

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Sept 81)

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## Golden Rain Foundation Executive Committee Human Resources Report – February 10, 2017

Below are the budget variances as of the end of **December** 2016.

**Pages 1 and 2 of this report (January budget variances) will be replaced via handout at the Executive Committee meeting on February 10, 2017.**

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$418,321** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	7,380,620	7,540,639	160,019
6100001	Vacation Accrual Expense	(2,605)	0	2,605
6101000	Commissions	44,365	37,998	(6,367)
6140000	Employment Taxes	612,961	623,452	10,491
6142000	Workers' Compensation	402,510	572,778	170,268
6143000	Group Insurance - Medical	735,140	786,036	50,896
6143300	Group Insurance - Dental	15,771	16,524	753
6143500	Group Insurance - Vision	9,818	10,164	346
6144000	401(k) Match	138,657	156,359	17,702
6145000	Group Insurance - Life	27,497	28,680	1,183
6146000	Long Term Disability Insurance	23,031	33,456	10,425

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date unfavorable variance of **\$2,150** excluding the GRF Vacation Accrual Expense.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Human Resources				
6100000 20	Salaries & Wages - Human Resources	209,343	208,207	(1,136)
6100001 20	Vacation Accrual Expense - Human Resourc	(2,605)	0	2,605
6140000 20	Employment Taxes - Human Resources	15,987	15,771	(216)
6142000 20	Workers' Compensation - Human Resources	6,587	9,364	2,777
6143000 20	Group Insurance - Medical - Human Resour	28,185	29,784	1,599
6143300 20	Group Insurance - Dental - Human Resourc	556	576	20
6143500 20	Group Insurance - Vision - Human Resourc	345	360	15
6144000 20	401(k) Match - Human Resources	1,814	3,428	1,614
6145000 20	Group Insurance - Life - Human Resources	998	744	(254)
6146000 20	Long Term Disability Insurance - Human R	881	876	(5)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	850	2,000	1,150
6211100 20	Employee Incentives - Human Resources	11,712	1,008	(10,704)
6212000 20	Employee Exams - Human Resources	125	0	(125)
6212005 20	Employee Drivers License Inquiry - Human	358	264	(94)
6213000 20	Employee Recruitment - Human Resources	2,063	1,788	(275)
6213005 20	Employment Screening - Human Resources	8,775	7,560	(1,215)
6214500 20	Gifts - Human Resources	125	504	379
6215000 20	Mileage - Human Resources	0	112	112
6410000 20	Office Supplies - Human Resources	1,012	600	(412)
6410015 20	Computer Supplies - Human Resources	186	1,000	814
6410030 20	Printer / Copier Supplies - Human Resour	343	1,000	657
6410035 20	Refreshments - Human Resources	0	600	600
6434110 20	Legal Fees - HR - Human Resources	6,559	9,600	3,041
6482000 20	Dues, Memberships & Books - Human Resour	1,195	800	(395)
6491000 20	Miscellaneous Writeoffs - Human Resource	162	0	(162)
	Total Expenses	296,195	296,650	455

**3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The**  
 Emergency Preparedness department has a year-to-date favorable variance of **\$2,724**

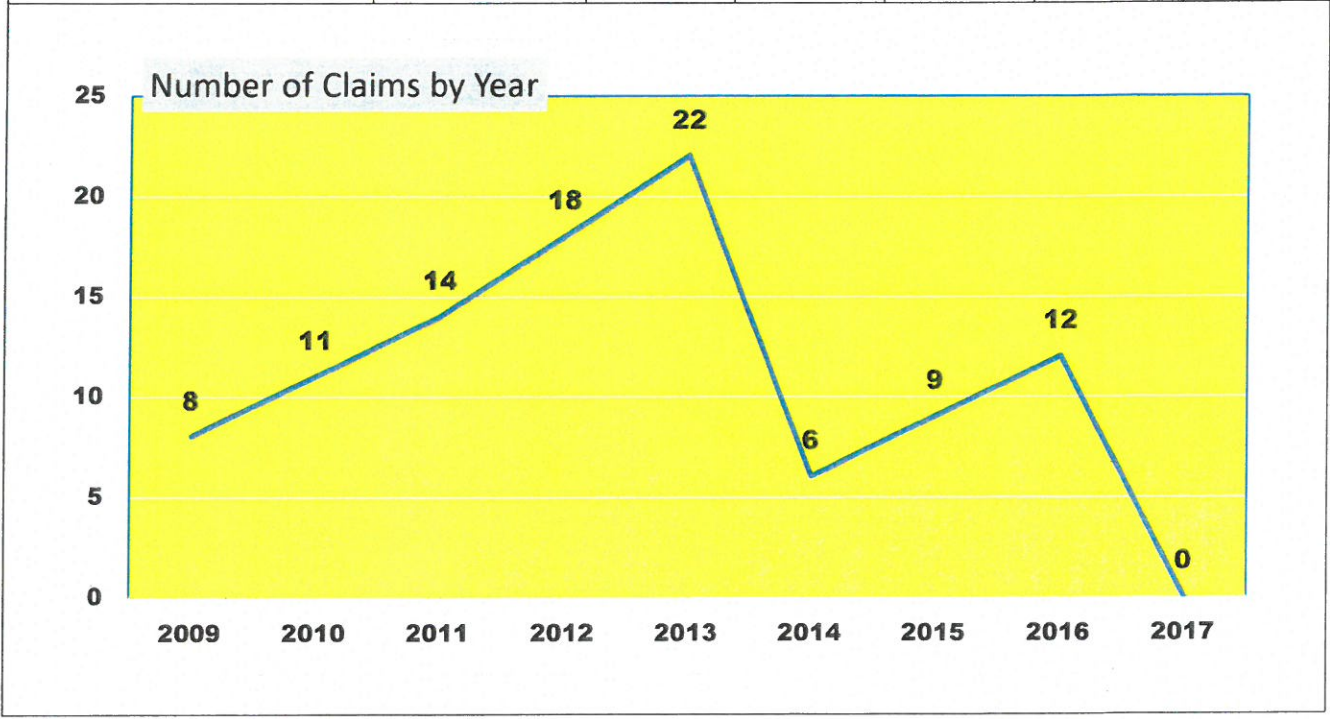
Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Emergency Preparedness			
6100000 22	Salaries & Wages - Emergency Prepared	17,043	16,929	(114)
6140000 22	Employment Taxes - Emergency Prepared	1,229	1,650	421
6142000 22	Workers' Compensation - Emergency Prepar	1,202	1,712	510
6211000 22	Continuing Education - Emergency Prepare	415	2,225	1,810
6410030 22	Printer / Copier Supplies - Emergency Pr	0	400	400
6410045 22	Emergency Supplies - Emergency Preparedn	1,850	1,800	(50)
6422000 22	Telephone - Emergency Prepare	854	600	(254)
	Total Expenses	22,592	25,316	2,724

**4) Safety**

- a. No new claims in January. None of the claims in 2016 had any lost time, and all but two have been fully discharged from medical care.

**Workers Compensation - Job Accident Information by Month**

<i>Month</i>	<i>Current Year 2017</i>	2016	2015	2014	2013	2012
January	0	2	0	0	2	0
February		0	0	0	1	1
March		1	2	0	1	4
April		1	2	0	3	2
May		0	0	2	1	0
June		0	0	1	0	2
July		0	1	0	1	2
August		1	1	2	4	2
September		1	0	1	2	3
October		2	2	0	3	2
November		1	0	0	3	0
December		3	1	0	1	0
<b>Total</b>	<b>0</b>	<b>12</b>	<b>9</b>	<b>6</b>	<b>22</b>	<b>18</b>



# Golden Rain Foundation Executive Committee Report / Executive Session

## Staff Member Information

Data as of  
January 31, 2017 unless noted otherwise

### 5) Recruitment

Openings in January:

Position		Status	Dept
Stock Transfer Assistant	1 Part-Time	Accepting Applications	33 – Stock Transfer
Security Officers	3 Part-time	Accepting Applications/Interviewing	37 – Security
Building Inspector	1 Full-Time	Accepting Applications	70 – Physical Property
Office Clerk	1 Full-time	Accepting Application	70 – Physical Property
Mutual Administration Manager	1 Full time	Accepting Applications	MAC – Mutual Admin.
Asst. Service Maint. Supv.	1 Full-time	Interviews in progress	74 – Service Maintenance
Electrician	2 Full-time	1 Offer made, Interviewing others	74 – Service Maintenance
Plumber	2 Full-Time	Interviews in progress	74 – Service Maintenance
Bus Drivers	1 Part-time	Interviews in progress	38 – Transportation
<b>Total Openings</b>	<b>13</b>		

### 6) Staff Counts – As of 01-31-2017

Current Staff Count – 230	Hires	Separations	Promotions
• JAN 2017	5	6	1
• YTD 2017	5	6	1
• 2016	48	42	14

### 7) Hire and Termination Comparison Current Year-to-Date vs. Prior Year

2017 Data as of 01/31/2017 Department	NEW HIRES		SEPARATIONS	
	2017 To Date	2016 Actual	2017 To Date	2016 Actual
ADMINISTRATION				
FINANCE		1		
GOLF				
HUMAN RESOURCES				
INFORMATION TECHNOLOGY SVS				
LIBRARY		1		2
MUTUAL ADMINISTRATION		2		6
NEWS		1		
PHYSICAL PROPERTY		2		1
PURCHASING				
RECREATION (includes Exercise/Pool)		2		1
SECURITY	4	25	5	19
SERVICE MAINTENANCE	1	7	1	8
TRANSPORTATION		7		5
<b>GRAND TOTAL</b>	<b>5</b>	<b>48</b>	<b>6</b>	<b>42</b>

## Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt	Per Diem Non-Exempt
	Exempt	Non-Exempt		
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	2	1	1
31 – Finance	4	5	2	0
32 – Purchasing	1	3	0	0
33 – Stock Transfer	1	5	0	0
34 – Information Technology	0	2	0	0
35 – Library	2	1	7	0
36 – News	1	7	0	0
37 – Security	2	4	67	4
38 – Transportation	1	3	25	0
40 – Community Facilities	1	3	1	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	4	0
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	11	1	0
74 – Service Maintenance	1	32	2	0
MAC – Mutual Administration	2	4	0	0
<b>Total</b>	<b>20</b>	<b>84</b>	<b>121</b>	<b>5</b>
<b>Total Employee Count</b>	<b>230</b>			

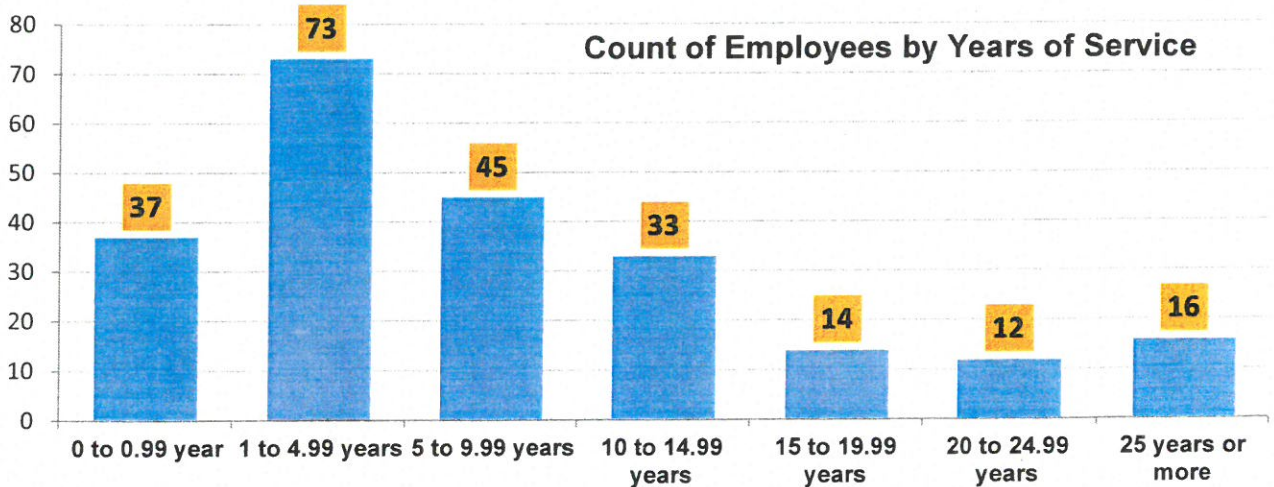
### Summary

Employee Type	Count	% of Total
Full-time	104	45.7%
Part-time	121	52.2%
Per Diem	5	2.2%
<b>Total</b>	<b>230</b>	

- FULL TIME
- PART TIME
- PER DIEM

## 8) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.7	12.0	6.0	6.6
Average Hourly Rate	\$19.65	\$26.69	\$13.83	\$14.04
Gender – Females	105	42	59	4
Gender – Males	125	62	62	1



### Employees with 25 Years or More of Service

43.8 yrs Juan Robledo – Service Maint.	33.6 yrs Cathie Merz – News
43.4 yrs Ruben Gonzalez – Service Maint.	32.6 yrs Terry De Leon – Recreation
38.8 yrs Dede Martin – News	30.4 yrs Edgar Santamaria – Service Maint.
38.5 yrs Antonio Duarte – Service Maint.	28.7 yrs Ruth Osborn – News
37.8 yrs Jesus Lopez – Service Maint.	28.3 yrs Richard Stolarz – Service Maint.
36.8 yrs Barry Holland – ITS	28.2 yrs Eila Van Sauter – Transportation
36.4 yrs Mark Weaver – Community Facilities	25.4 yrs David Van Horn – Physical Property
35.8 yrs Grant Winford – Transportation	25.1 yrs Gerald Antisdell – Physical Property

### 9) Employees Working Greater Than 28 Hours in a Week

Updated 01/31/2017 by MWKerr - Hours listed by week ending date

Dept	1/29	1/22	1/15	1/8	1/1	12/25	12/18	12/11	12/4	11/27
35	30.00		30.00				30.00	30.00		
37					32.00	40.75				32.00
37			28.75		32.25	32.25	32.00	28.25	32.50	
37				32.00	32.00				36.00	
37							31.00	28.25		28.75
37			28.50		30.25				28.25	32.00
37							28.50			
37				29.00		32.00	30.00		33.00	31.00
37			28.25	32.50		32.25				
37				32.00	30.25		32.00			32.00
37		28.50	30.00							
37				32.00	31.00					33.50
37			30.00					32.00	32.00	
37					31.50					
37							32.00		31.50	
37								32.00		
37					31.00					
37					30.25					
37					30.00	31.25	35.00			
37					32.00		32.00		40.00	32.00
37		30.00			32.25					
37	28.75									
37							30.00		32.00	
37			34.50			32.75	31.75		36.50	34.00
38	30.00									28.25
74						32.00	28.25	28.50		

### 10) Overtime

There is an *unfavorable* variance of **\$4,027.98** for January and for 2017 to date.

Overtime by Month	Total OT Worked	2016 OT Billable Hrs to Mutuals	2016 OT Billable \$ to Mutuals @ \$58.50	2016 Overtime Hours – Less Billable to Mutuals	2016 Overtime Dollars – Less Billable to Mutuals	2016 Overtime Hours	2016 Overtime Dollars
January	272.25	82.25	\$3,207.75	190.00	\$6,494.90	143.00	\$4,499.39
February						133.00	\$2,606.91
March						154.50	\$2,318.02
April						226.25	\$ 374.71
May						182.00	\$3,517.69
June						137.50	\$1,918.18
July						171.00	\$3,801.45
August						123.50	\$3,001.76
September						204.50	\$5,458.32
October						107.75	\$2,300.26
November						203.00	\$3,726.86
December						293.75	\$7,702.64

**Overtime Detail for January** - Prepared by MWKerr 02/01/17 (Check date 02/03/2017)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	2.50	0.00	(2.50)	\$121.50	\$0.00	(\$121.50)
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	0.50	17.33	16.83	\$14.98	\$519.25	\$504.27
31 Finance	1.75	0.00	(1.75)	\$54.53	\$0.00	(\$54.53)
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	4.00	0.00	(4.00)	\$113.76	\$0.00	(\$113.76)
34 Information Technology Services	0.50	1.00	0.50	\$20.34	\$50.83	\$30.49
35 Library	0.00	0.83	0.83	\$0.00	\$23.58	\$23.58
36 News	0.00	20.83	20.83	\$0.00	\$710.50	\$710.50
37 Security	30.25	23.33	(6.92)	\$806.77	\$522.50	(\$284.27)
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	3.25	6.67	3.42	\$89.17	\$182.92	\$93.75
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	26.00	8.33	(17.67)	\$887.59	\$297.92	(\$589.67)
74 Service Maintenance	181.25	0.00	(181.25)	\$6,712.72	\$0.00	(\$6,712.72)
(Less) Billable to mutuals	(82.25)			(\$3,207.75)	Approx.	
75 Service Maintenance	19.50	0.00	(19.50)	\$805.84	\$0.00	(\$805.84)
MAC Mutual Administration	2.75	4.00	1.25	\$75.45	\$120.67	\$45.22
<b>Totals</b>	<b>190.00</b>	<b>84.25</b>	<b>(105.75)</b>	<b>\$6,494.90</b>	<b>\$2,466.92</b>	<b>(\$4,027.98)</b>

**11) Retirement – Employee 401(k) Plan**

- For 2017, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
  - At the end of January, total plan assets are \$9,111,043.02
  - 2017 YTD Employee Contributions \$47,420.33\* Average Per Month \$47,420.33
  - 2017 YTD GRF Matching Contributions \$14,983.88\* Average Per Month \$14,983.88
- \*Through check date 02/03/2017

**12) Anti-Fraud Compliance Hotline Reports**

Program started in May 2014

Program Summary	# of Reports
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

**13) Gift Log – Available Upon Request**

**Executive Committee Report compiled by: Cindy Flynn, Human Resources Director  
February 10, 2017**

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