



EXECUTIVE COMMITTEE MINUTES
Friday, October 13, 2017

The meeting of the Executive Committee and the Golden Rain Foundation Board of Directors was held on Friday, October 13, 2017. The meeting was called to order at 1:00 p.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. L. Perrotti
	Ms. L. Stone, President	Ms. K. Rapp
	Ms. S. Hopewell	Mrs. J. Reed
	Mr. B. Lukoff	

Staff and Guests:	Mr. R. Ankeny, Executive Director
	Ms. C. Flynn, Director of Human Resources
	Mr. P. Bristow, Security Services Director
	Mr. T. Fileto, Recreation Manager
	Ms. B. Shuler, Finance Manager
	Mr. E. Gomez, Safety/Emergency Coordinator
	Ms. N. Ray, Stock Transfer Supervisor
	Mrs. D. Bennett, Recording Secretary
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. R. Winkler, GRF Representative, Mutual Ten
	Mrs. I. Heinrichs, GRF Representative, Mutual Eleven
	Mr. P. Moore, GRF Representative, Mutual Seventeen
	Two Foundation Members

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 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/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 November.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Security Services Director Paul Bristow, Finance Manager Barbara Schuler, Recreation Manager Tommy Fileto, Stock Transfer Supervisor Nancy Ray, Safety/Emergency Coordinator Eloy Gomez and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of September 8, 2017 were approved, as amended.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/member spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

UNFINISHED BUSINESS

Director Training

The Executive Director advised that next director training will be on October 30; the topic is DEFH, part II.

Salary Survey – Transportation and Inspectors

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

TO recommend the GRF BOD approve changes to the Wage Ranges for the Mechanics to Wage Range 35 and Lead Mechanic Positions to Wage Range 40 in the Transportation Department as outlined in the Wage Adjustment Analysis in the agenda packet, effective November 1, 2017.

Ms. Stone MOVED, seconded by Ms. Rapp and carried unanimously –

TO recommend the GRF BOD approve the changes to the Wage Ranges for the Building Inspector Position I, II and for the Physical Property Manager to Wage Range 54 in the Physical Properties Department as outlined in the Wage Adjustment Analysis in the agenda packet.

The Committee agreed to review the Building Inspector position description at the November Committee meeting.

Uniforms for Security – Update

The Security Services Director provided an update on the polo shirts for Security staff.

NEW BUSINESS

Approve Draft Community Disaster Procedure Outlined Document

The Safety/Emergency Coordinator presented the Community Disaster Preparedness Tips page from the community phonebook, requesting direction from the Committee whether to continue distributing it. He also presented the Employee Emergency Operations Plan booklet.

The Committee concurred to continue to publish the Community Disaster Preparedness Tips in the community telephone book.

Employee Emergency Operations Plan: The Committee agreed to review the document and discuss at the November Committee meeting.

Uniforms for Recreation/Library Attendants

The Committee and the Recreation Director discussed uniforms for Recreation/Library attendants.

Mrs. Perrotti MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members –

TO refer Recreation staff shirts to the Architectural Design & Review Committee to select the color.

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

TO recommend the GRF BOD accelerate the Recreation new hire and the Library new hire.

Uniform Change for Bus Drivers

Ms. Hopewell MOVED, seconded by Mrs. Perrotti and carried unanimously by the Committee members –

TO refer bus driver staff shirts to the Architectural Design & Review Committee to select the color.

Effect of SB407 on GRF Policies

The Executive Director explained that fair and equal time for the use of Trust Property, if it is available, must be given to those running for office, according to SB407.

Employee Handbook and 4000 Policy Series

The Human Resources Director discussed a review of the Employee Handbook and recommended a further review of the 4000 Policy Series. The Committee requested a progress report from the Human Resources Director at the November meeting.

Employee Payroll Information System

The Human Resources Director advised that the current provider of payroll information system, Paychex, will no longer support this function. The opportunity was taken to explore other providers.

Ms. Stone MOVED, seconded by Ms. Rapp -

TO recommend the GRF BOD to convert our payroll and HRIS system from Paychex to ADP, with the first live payroll of 2018, for a cost not to exceed \$44,245 (including a non-budgeted expense of \$2,900).

The motion was carried with one recusal (Lukoff).

POLICIES

Adopt Policy regarding Security Department Shirts

The Handbook section pertaining to uniforms will be reviewed by the Human Resources Director.

Amend Policy 5026-30, Election of Officers

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

TO recommend the GRF BOD amend to Policy 5026-30, Election of Officers.

Amend Policy 5041-30, Real Property Acreage

Mrs. Perrotti MOVED, seconded by Ms. Stone and carried unanimously by the Committee members-

TO recommend the GRF BOD amend Policy 5041-30, Real Property Acreage.

Policy 5025-30, Election Procedures

The Committee discussed Policy 5025-30, Election Procedures and referred the Policy to the Stock Transfer Supervisor for review. The Stock Transfer Supervisor will present a sample election packet at the November meeting.

Amend Policy 5110-30, Committee Charter

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

TO mark Policy 5110-30, Committee Charter as reviewed.

The Chair called for a ten minute break at 2:59 p.m.

SUBCOMMITTEE REPORTS

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, did not report on activities of the Council.

GRF Director Booklet Sub-Committee

Mrs. Reed reported that the next meeting will take place on October 30, at 2 p.m.; she advised that a great deal of work will need to be done.

STAFF REPORTS

Human Resources Director

The Executive Director presented the Human Resources report, as attached.

Finance Manager

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

Executive Director

The Executive Director on reported on subjects pertaining to the community.

MEMBER COMMENTS

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

COMMITTEE MEMBERS

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

Mrs. Perrotti MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned 4:43 p.m.

Carole Damoci

Carole Damoci
Chair, Executive Committee
10.13.17