



**A G E N D A
EXECUTIVE COMMITTEE**

Tuesday, April 14, 2015, 1:00 p.m., Administration Conference Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of March 10, 2015 (pp. 38-40)
6. Correspondence
7. Reports
 - a. Mutual Administration Director (Carol Weller)
 - b. Human Resources Director (Ruth Smith)
 - c. Executive Director (Randy Ankeny)
 - d. Architectural Design and Review Subcommittee (Joy Reed)
 - e. Emergency Preparedness Subcommittee (Kathy Rapp)
 - f. Mutual Administration Subcommittee (Kathy Rapp)
8. Shareholder/Member Comments
9. Unfinished Business
 - a. Employee Handbooks
10. New Business
 - a. Community Tours (p. 1)
 - b. Amend Policy 5610-30, Participation by Foundation Members (pp. 2-3)
 - c. Amend Policy 5604-30, Publication of Minutes (p. 4)
 - d. Policy Regulating Access to Corporate Records by Directors (pp. 5-10)
 - e. Rescind Regulation 4730 – Corrective Interviews, Rescind Regulation 4270 – Community Rules and Regulations, Regulation 4502.1 – Payroll Computation,

Regulation 4350 – Military Leave, Regulation 4321 – Sick Leave Regulation (pp. 11-16)

- f. Rescind Policy 1330-20, Complaints Concerning Staff, Policy 2161-20, Personnel Department Reports, Policy 4130 -20, Jury/Witness Duty (pp.17-19)
- g. Discussion Item Policy 5090 – Safety and Health Policy (p. 20)
- h. Amend Policy 4631-20, Service Awards (pp. 21-22)
- i. Amend Policy 4340-20, Leaves of Absence (pp.23-24)
- j. Amend Policy 4330-20, Bereavement Leave (p. 25)
- k. Amend Policy 4360-20, Holidays (pp.26-29)
- l. Amend Policy 4502-20, Pay Provisions (pp.30-31)
- m. Amend Policy 4320-20, Sick Leave (pp. 32-36)
- n. Adopt Policy 4322-20, California Sick Leave (p. 37)

10. Executive Session

- a. Personnel Update
- b. Approve Executive Session Minutes

11. Adjournment

The next monthly meeting will be held on **May 12, 2015**, at 1:00 p.m., in the Administration Conference Room.



COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: COMMUNITY TOURS
DATE: MARCH 25, 2015
CC: FILE

Routinely requests are received from various groups wishing to tour the community with the requests being denied as there is no clear and defined policy and/or procedure.

Action Requested

1. Committee determination on the merits of allowing community tours by outside groups.
2. If it is determined that such tours would be deemed acceptable, the drafting of applicable policies governing such tours. Some areas of concern to be covered in the policies:
 - a. Definition of allowed groups
 - b. Release of Liability
 - c. Proof of insurance for any tour vehicle
 - d. Proof of licensed driver
 - e. Safety and security proto calls (example would a security guard and/or community representative be required on the tour while in the community)

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

AMEND

Participation by Foundation Shareholder/Members

The policy of the Golden Rain Foundation (GRF) is to communicate fully and freely with the Shareholder/members of the GRF. The Davis-Stirling Common Interest Development (CID) Act states the following, under Civil Code 4900, Open Meeting Act, in part:

Section (h): The board of directors of the association shall permit any member of the association to speak at any meeting of the association or the board of directors, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board of directors or before a meeting of the association shall be established by the board of directors.

As used in section (h), "meeting" includes any congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business scheduled to be heard by the board, except those matters that may be discussed in executive session.

In compliance with Civil Code 4900, Open Meeting Act, GRF Shareholder/members who wish to speak at any scheduled Board meetings of the GRF Board of Directors (BOD), may do so as follows:

- A. Any Shareholder/member of the GRF shall be permitted to speak at any scheduled meeting of the GRF BOD where there is a majority of the GRF BOD present, except for meetings of the GRF held in executive session, in accordance with this policy.
- B. When the meeting is called to order, the BOD will receive questions from the membership provided that:
 1. Prior to the meeting, the Shareholder/member properly completes the form entitled, "Comments/Questions from the Membership" and turns it in before the meeting is called to order. (See exhibit A)
 - a. GRF Staff shall be responsible for collecting the "Comments/Questions from the Membership" forms just before the meeting is called to order and numbering them in the order they are received.
 2. When recognized by the Presiding Chair, the Shareholder/member shall state his/her name, Mutual and apartment number.

(Apr 15)

Page 1 of 2

GOLDEN RAIN OPERATIONS**BOARD MEETINGS****AMEND****Participation by Foundation Shareholder/Members**

3. The Shareholder/member may speak for a maximum time limit of four (4) minutes per meeting or for a time limit determined by the Presiding Chair.
 4. The Shareholder/member must relinquish the floor when notified by the appropriate Board Member that the time allowed for comments or questions has expired.
- C. If the "Comments/Questions from the Membership" form contains a question for the BOD:
1. At the discretion of the Presiding Chair, members of the BOD and/or staff present at the meeting may respond to the question in the event that the ability exists to answer the question from knowledge at hand;
 2. If the question requires research or action by any of the Committees of the BOD, the Presiding Chair shall refer the question to the proper staff or Committee Chair.
- It is incumbent upon staff members and/or Committee Chairs to whom unanswered questions have been referred that they do the necessary research within their department and/or committee so that the proper response may be supplied to the Shareholder/member. Where responses are written, they will be processed through the appropriate department or Committee with the response to the Shareholder/member copied to the full GRF BOD.
- D. At the conclusion of the Shareholder/member comments and questions portion, the BOD will continue the meeting with no further comments from the Shareholder/members.

Policy

Adopted: 15 Oct 74
 Amended: 19 Nov 85
 Amended: 14 Jun 95
 Amended: 15 Apr 97
 Amended: 14 Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

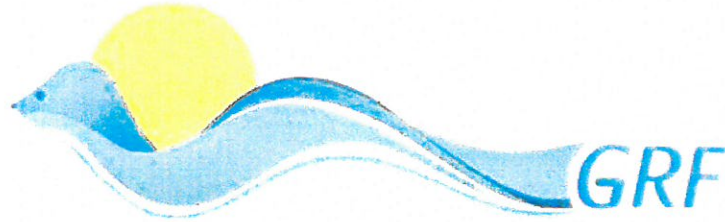
Publication of Minutes

1. The **draft** minutes of the monthly **Golden Rain Foundation** open meeting, except executive sessions, will be published in the *Golden Rain NEWS* as soon as possible ~~after tentative minutes are distributed to the Board of Directors.~~
2. ~~The Controller of the Foundation is authorized to compensate the NEWS office cost center for the actual cost of such publication.~~
3. ~~The minutes so published will be tentative, before approval by the Board of Directors and without editorial comment.~~ **Any corrections to the draft minutes will be published in the NEWS.**
4. The minute record as published will include policy statements in full if the minute record shows action concerning any policy.
5. The publication of these **draft tentative** minutes will include a statement that they are tentative and subject to correction and adoption by the Board **of Directors** ~~before they become final.~~

Policy

Adopted: 16 May 1972
 Amended: 15 Aug 1978
 Amended: 21 Oct 1986
 Amended: 14 Apr 2015

GOLDEN RAIN FOUNDATION
Seal Beach, California



COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: RANDY ANKEN, EXECUTIVE DIRECTOR
SUBJECT: POLICY REGULATING ACCESS TO CORPORATE RECORDS BY DIRECTORS
DATE: APRIL 14, 2015
CC: FILE

It is recommended that the proposed Policy Regulating Access to Corporate Records by Directors be forwarded to the Policy Re-write Committee for review.

Action requested that the Executive Committee forward the proposed Policy Regulating Access to Corporate Records by Directors to the Policy Re-write Committee.

GOLDEN RAIN FOUNDATION

POLICY GOVERNING DIRECTOR ACCESS TO CORPORATE BOOKS, RECORDS DOCUMENTS, AND OTHER INFORMATION

The following policy has been duly adopted by the Board of Directors and is in effect as of _____, 2015. The Golden Rain Foundation ("Foundation") requires clear guidelines for director's handling of corporate records and information, i.e., to keep it confidential, unless disclosure is approved by the Board (majority), or law, as determined by legal counsel, and to identify those records requiring special handling due to their sensitive, confidential nature.

The following policies are intended to provide clear guidelines and procedures for access to certain Foundation records. Current directors serving on the Board have the "absolute right" to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Foundation, provided same is done at a reasonable time. (*Corporations Code* § 8334.) However, the manner and extent of the director's inspection and copying rights may be subject to reasonable regulations based on balancing the interests of the Foundation and its Members and employees, including privacy and other Constitutional rights, as well as those rights of the director to inspect corporate documents on just and proper conditions. (*Chantiles v. Lake Forest II Homeowners Association*, 37 Cal.App.4th 914 (1995); *Corporations Code* § 8336.)

These policies and procedures work to uphold the rights of directors while protecting the Foundation from liability claims that may arise from the review, copying and dissemination of sensitive, confidential corporate records. Without established policies and procedures there exists significant opportunity for conflict amongst and between directors, employees and shareholders.

NOTICE: IMPROPER OR UNAUTHORIZED (ABSENT BOARD APPROVAL) DISCLOSURE OF INFORMATION CONTAINED IN THE BOOKS AND RECORDS OF THE FOUNDATION COULD RESULT IN PERSONAL LIABILITY TO THE DIRECTOR, AS WELL AS TO THE FOUNDATION, AND COULD SUBJECT THE OFFENDING DIRECTOR TO FORMAL DISCIPLINARY AND/OR LEGAL ACTION BY THE BOARD.

I. Director's Access to Books, Documents, Records or Other Information Available to Directors Pursuant to their Inspection Rights:

Although directors have the "absolute right" to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the

Foundation, same must be done at a reasonable time. The manner and extent of the director's inspection and copying rights may be subject to reasonable regulations based on balancing the interests of the Foundation and its Members and employees, including privacy and other Constitutional rights, as well as those rights of the director to inspect corporate documents on just and proper conditions. Following are reasonable guidelines and requirements for directors to follow when exercising their right to inspect:

A. Written Request to Inspect Books, Documents, Records or Other Information

Upon written request to inspect corporate books, documents, records or other information, directors will be afforded the opportunity to inspect the requested corporate books, records or other documents, subject to the limitations of Article II herein below. Corporate records and documents are maintained onsite at the corporate office, located at 13531 St. Andrews Drive, Seal Beach, CA 90740. Directors must make an appointment at least five (5) business days in advance of his or her request to inspect corporate books and/or records, which appointment may be made only during normal business hours, Monday through Friday from 9am to 5pm.

B. Director's Physical Inspection of Books, Documents, Records or Other Information

Subject to the inspection limitations set forth in Article II herein, directors may inspect the books and records and/or the physical property of the Corporation upon written request, and access to same will be provided within a reasonable amount of time. Appointments may be made not less than five (5) business days following the director's request for inspection, provided a determination has been made that the director is entitled to access the requested book, record, document or other information. The requesting director shall not be entitled to inspect books, documents, records or other information that may create an invasion of privacy and/or conflicts of interest as set forth herein.

Directors shall not be permitted to copy books, documents, records or other information of the Corporation. Notwithstanding, directors may submit, in writing, his or her reasoning, purpose and need for copying the document or record, which shall be reasonably related to the director's interest and role as a director of the Corporation. Director shall also agree, in writing, to not disclose, disseminate or otherwise make available the copied book, record or other document to any third person, and shall indemnify and hold harmless the Corporation and its Board, agents, officers, and employees from any and all claims, damages and liability arising out of or related to the copying of the book, documents, record or other information. A majority of the Board shall, in its sole discretion, determine whether the requesting director's purpose, need and reasoning for copying the book, record or other document is reasonably related to his or her interest and role as a director and whether the need to copy same is reasonable or necessary; the requesting director shall recuse him- or herself from said discussions and vote.

C. Limitations on Director's Frequency of Requests to Inspect Books, Documents, Records or Other Information

The purpose of this policy is not to limit directors' access to records he or she is entitled to view; rather, this policy is intended to preserve privacy rights, prevent conflicts of interest and minimize the Corporation's exposure to liability in connection with access to the Corporation's book, records, documents and other information.

Please understand that while directors certainly have the right to request to inspect corporate books, records or other documents, and the Corporation will fully comply with its obligations under the law related thereto, such requests cost the Corporation time and money by way of its agents taking the time to assemble the records and to make same available to the director, as well as any legal costs that may be incurred to ensure compliance and to ensure privacy rights are not infringed upon. These costs are borne by all Members.

To that end, directors shall not be permitted access to corporate books, records, documents or other information in excess of once per quarter of the fiscal year, or once every three (3) months, unless the Board of Directors (majority) agree to increase the frequency. Any and all requests limited by Article II herein shall constitute a request for purposes of this limitation on frequency of requests for access to corporate records, books, documents or other information.

D. Disclosure to Board of Director's regarding Director Request to Inspect Books, Documents, Records or Other Information

Upon written request of a director to access corporate records, books or other documents, the Corporation's Executive Director shall review the request and determine whether said requests may be limited as provided in Article II herein. Should the Executive Director determine that the request may invade privacy rights and/or create a conflict of interest (whether potentially or actually), the Executive Director may deny the request.

Any and all written requests for access to the Corporations' books, records, documents or other information shall be disclosed to the Corporation's Board of Directors prior to the appointment date to access same as outlined in paragraphs A and B above.

Should the requesting director request to copy books, records or other documents, the Board, excluding the interested member, shall review the director's written reasoning, need and purpose to copy same, and shall vote on whether this purpose is reasonably related to the director's interest and role as a director serving on the Board.

E. Resolution of Disputes Regarding a Director's Inspection of Books, Documents, Records or Other Information

Should the director's request for access be denied according to paragraph D above, the director may appeal to the entire Board. The Board of Directors shall review the request and determine whether same may be limited by Article II herein below. A majority of the Board shall, in its sole discretion, determine whether the request will be limited as set forth herein; the requesting director shall recuse him- or herself from said discussions and vote.

II. Books, Documents, Records or Other Information Not Subject to Inspection, Copying or Review by Directors:

The following books, documents, records or other information shall not be subject to inspection by directors based on the potential for invasion of privacy and/or conflicts of interest. Directors owe the Foundation certain fiduciary duties, including, but not limited to, the duty of confidentiality, the duty of loyalty and the duty of due care. Directors must act in good faith, in best interests of the Foundation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. (*Corporations Code* § 7231.)

A. Privacy*: Books, Records, Documents and Other Information Not Subject to Inspection.

There is a legally recognized privacy interest in precluding the dissemination or misuse of sensitive and confidential information ("informational privacy"). Informational privacy is the core value furthered by the California Constitution. (Cal. Const. Art. I, § 1.) A particular class of information is private when well-established social norms recognize the need to maximize individual control over its dissemination and use to prevent unjustified embarrassment or indignity.

Therefore, any and all books, records, documents or other information containing information that, if disclosed, would infringe, or has the potential to infringe, on a Member or employee's privacy rights, shall not be subject to inspection or copying by a director, including, without limitation:

(1) Ballots or any other documents with information revealing the identity of a voter and how their cast their vote; and

(2) Personnel information, including employment records (e.g. performance evaluations, payroll records, etc.). However, personnel information is subject to review by the Board of Directors in connection with proper Foundation business, but such records shall be handled by the Board (majority) and with due care.

B. Conflict of Interest (Potential or Actual)*: Books, Records, Documents and Other Information Not Subject to Inspection.

Directors owe the Foundation a duty of undivided loyalty, and may not make decisions for the Foundation that benefit their own interests at the expense of the Foundation and/or its Members. (*Raven's Cove Townhomes, Inc. v. Knuppe Development Co.*, 114 Cal. App. 3d 783 (1981).) The duty of loyalty involves not only the duty to avoid conflicts of interest, but requires full disclosure of any interests potentially adverse to the Foundation. A director has the duty to serve the interests of all Members. To that end, where an actual or potential conflict of interest exists, the director shall not be entitled to inspect or copy the following books, records, documents or other information relating to, arising out of, or in connection with:

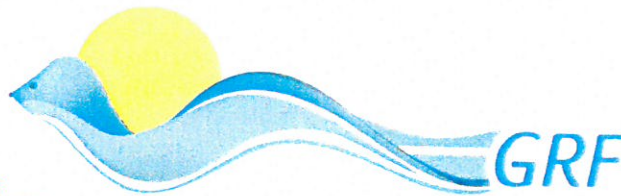
(1) Litigation or other formal action (criminal, civil, administrative, etc.) against the Foundation in which the director (including his/her family members, guests, tenants, agents, or invitees) is involved as an opponent. This information is protected by, among other privileges, the attorney-client and work product privileges;

(2) The personal or financial interests of the director, including his/her family members, guests, tenants, agents, or invitees;

(3) The director's stated or implied (through the director's conduct) intent to disclose (without authorization of the Board) or to otherwise violate his/her fiduciary duties; and

(4) Neighbor to neighbor disputes, including, but not limited to, sensitive records pertaining to a director's neighbor, when such director is involved in a neighbor to neighbor dispute (e.g., architectural applications, disciplinary hearing notices, violation notices, nuisance claims, or other letters to or from the neighboring Member).

**The records set forth herein shall not be considered an exhaustive list, and a director may be precluded from inspecting or copying certain books, records or documents that infringe (or have the potential to infringe) on privacy rights or where the director has a potential or actual conflict of interest.*



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES DIRECTOR
SUBJECT: RESCISSION OF REGULATIONS/POLICIES
DATE: APRIL 8, 2015
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

It is the recommendation of the Human Resources Director that the following regulations and policies be rescinded.

Regulation 4730-Corrective Interviews – This Executive Director regulation was written in 1968 and is not applicable. I'm not sure when they stopped using the Corrective Interview form referenced in the policy but I haven't ran across the form in any of the files. We do document performance issues via the performance evaluation, a memo to file, or an official performance improvement plan.

Regulation 4270-Community Rules and Regulations – This is a one line Executive Director regulation that is covered in Policies 4272-Vehicle Code, 4290-General Safety Orders, and 1920-Traffic Rules and Regulations.

Regulation 4502.1-Payroll Commutation – This Executive Director regulation is obsolete. Monthly salaries are not used in the payroll or accounting systems.

Regulation 4350-Military Leave – This Executive Director regulation is regarding a mandated leave and it should be covered under Policy 4340-Leaves of Absence.

Regulation 4321-Sick Leave – This Executive Director regulation is obsolete or redundant to information already covered in Policy 4320-Sick Leave.

Policy 1330-Complaints Concerning Staff – This policy only addresses complaints to GRF Board Members. We always handle each complaint individually based on the circumstances and this should be handled through the personnel policies. This policy was created in 1967.

Policy 2161-Personnel Department Reports – Policy 5110 already states that the Executive Committee receives monthly Personnel reports so this one is redundant.

Policy 4130-Jury/Witness Duty – This policy is regarding a mandated leave and it should be covered under policy 4340-Leaves of Absence.

PERSONNEL

RESCIND

TERMINATION OF EMPLOYMENT

Corrective Interviews - Rules

When there is evidence that any employee needs to improve in job performance, a correction interview is to be arranged with the employee. The employee's supervisor and department head are to conduct the interview.

Results of the interview are to be recorded on the "Correction Interview" form which is signed by the employee in the presence of his supervisor and department head.

A copy of the "Correction Interview" form is to be placed in the employee's personnel file.

Rules

Approved: 06 Nov 68

Rescinded: 14 April 15

Executive Director

Golden Rain Foundation

(Apr 15)

PERSONNEL

CONDITIONS OF EMPLOYMENT

RESCIND

Community Rules and Regulations

All employees are required to observe the traffic and parking regulations,

Rules

Approved: 18 Sep 67

Revised: 01 Oct 86

Rescinded: 14 Apr 15

Executive Director

Golden Rain Foundation

PERSONNEL

RESCIND

PAY PLAN

Payroll Computation

The hourly rate for all employees is to be computed by dividing the monthly salary rate by 173.33 hours.

The biweekly rate is obtained by multiplying the hourly rate by 80 hours.

Procedure

Approved: 23 Apr 69

Rescinded: 14 Apr 15

Executive Director

Golden Rain Foundation

(Apr 15)

PERSONNEL

EMPLOYEE BENEFITS

RESCIND

Military Leave

Employees who enter the Armed Forces of the United States will be placed on a military leave of absence without pay. Upon completion of military service, the employee will be reinstated with full seniority to his or her former position or to a comparable position provided that application for re-employment is made within 90 calendar days of the employee's release from the service or hospitalization.

Employees who belong to the National Guard or a reserve component of the Armed Forces will be grant a military leave without pay of up to two weeks a year, plus reasonable travel time.

All requests for military leave of absence must be accompanied by written verification from the applicable military authority.

Regulation

Adopted: 30 Aug 67

Amended: 13 Oct 92

Rescinded: 14 Apr 15

Executive Director

Golden Rain Foundation

(Apr 15)

PERSONNEL

EMPLOYEE BENEFITS

RESCIND

Sick Leave - Regulation

The purpose of sick leave is to insure the maintenance of income during emergency periods of illness. It is not intended as an extra benefit to be used during periods of good health.

Where an administrative employee or supervisor having payroll responsibilities has reason to believe there is abuse of the sick leave program, written proof from a doctor can be required.

All certificates covering sick leave or releases to return to work must be signed by a physician. No other signature will be accepted.

Regulation:

Approved: 31 May 67
Amended: 29 Aug 86
Amended: 23 Feb 87
Rescinded: 14 April 15

**Executive Director
Golden Rain Foundation**

(Apr 15)

COMMUNITY OPERATIONS**RESCIND****STAFF-COMMUNITY RELATIONS**Complaints Concerning Staff

The Golden Rain Foundation places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary or negative criticisms and complaints.

Whenever a complaint is made directly to the Golden Rain Board of Directors as a whole, or to a Board member as an individual, it shall be referred to the Administrator for possible solution. The employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of the facts as he or she sees them.

If the Administrator has not been successful in resolving the issue, the person who made the complaint, or the employee involved, may request a fuller study and a decision by the Board. Generally, all parties involved, including the Administrator, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted in deterring the facts of the situation.

Policy

Adopted: 30 Aug 67

Rescind: 14 Apr 15

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Apr 15)

ADMINISTRATION

RESCIND

ADMINISTRATIVE SERVICES

Personnel Department Reports

The Personnel Department reports of Staff Employment, Terminations and Change of Status will be directed to the Executive Committee of the Golden Rain Foundation Board of Directors.

Policy

Adopted: 21 Jul 67
Amended: 10 Feb 98
Rescind: 14 Apr 15

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Apr 15)

PERSONNEL

GENERAL POLICY

RESCIND

Jury/Witness Duty

In recognition of its civic obligations, as well as an employee's obligation as a citizen, the Foundation assures time off, without compensation or loss of seniority, for an employee to serve on jury/witness duty.

An employee who is notified to report for jury/witness duty must provide the Foundation with a Notice to Serve or Summons or notice to serve in order to be granted a leave of absence.

On days when the employee is not required to serve, the employee is expected to report for work.

Excused absence because of jury/witness duty will not be considered as time worked for the purpose of computing overtime.

Policy

Adopted: 30 Aug 67

Amended: 13 Feb 90

Amended: 12 Jan 93

Amended: 11 Aug 98

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Apr 15)

GOLDEN RAIN OPERATIONS**Safety and Health Policy**

The policy of the Golden Rain Foundation is to administer its activities to achieve and maintain adequate protection for its employees, property, and those for whom it has a responsibility, thus assuring efficient utilization of resources, minimizing liability, and advancing the organization's mission.

The management of this company has dedicated itself to providing the necessary active leadership and support in order to develop and maintain:

1. A safety program to prevent human and economic losses from personal injury and property damage.
2. A program of fire prevention and preparedness to control losses from fire or explosions.
3. A program to prepare all personnel to care for victims of an accident or sudden illness until professional medical help is available.
4. A program to insure the security, protection, and well-being of personnel, and property of our company by the prevention and control of physical violence and misconduct, theft, or sabotage.

The Executive Director is authorized to publish rules and regulations to implement this policy.

Policy

Adopted: 21 May 74

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(May 74)

PERSONNEL HUMAN RESOURCES

DEVELOPMENT PROGRAM

Service Awards

It is the policy of the Golden Rain Foundation to recognize extended service to the ~~corporation~~ Foundation by presenting service awards to eligible employees in accordance with the guidelines set forth below:

1. Eligibility

All regular full-time and part-time employees are eligible to receive a service award upon completion of five (5) years of continuous service and at the end of every five (5) years of continuous service thereafter.

- a. Temporary employees and/or casual/relief employees are not eligible to receive service awards.
- b. Employees rehired by the Foundation shall be eligible for a service award based on the employee's rehire date.

2. Awards

Eligible employees will receive a framed certificate and a service award lapel pin.

3. Presentation

The service award will be presented to the employee at the monthly Board of Directors' meeting during the employee's anniversary month by the employee's Department Manager or the Executive Director. Should the employee not be available for the presentation, the presentation will occur at the next scheduled meeting. on their eligibility date. Should the eligibility date fall on a weekend or holiday, the certificate and pin shall be presented on the next regularly scheduled work day.

- a. ~~The employee's supervisor or department manager, or the administrator, will present the service award whenever possible.~~

Policy

Adopted: 15 Oct 02

Amended: XX Apr 15

~~(Oct 02)~~

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

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PERSONNEL HUMAN RESOURCES

EMPLOYEE BENEFITS

Leaves of Absence

All leaves of absence which are mandated by ~~federal~~ Federal or ~~state~~ State law shall be provided to employees in accordance with the requirements set forth in each law. Leave of absence time off is uncompensated for the mandated leaves unless the law specifically sets forth payment requirements. -Mandated leaves are:

1. Family and Medical ~~Act~~ Leave of Absence (FMLA)
2. California Family Rights Act Leave (CFRA)
- 4.3. Pregnancy Disability Leave (PDL)
4. Jury ~~Witness~~ Duty and Court Appearances Leave of Absence
5. Crime Victims Leave
6. Domestic Violence, Sexual Assault or Stalking Victims Leave
7. Military Leave of Absence
- 2.8. Military Spouse Leave
3. Disability Leave of Absence
9. Voting Leave
10. School Activities and School Appearances Involving Suspension Leave
11. Volunteer Firefighter, Peace Officers, and Rescue Personnel Leave
12. Civil Air Patrol Leave
13. Alcohol and Drug Rehabilitation Leave

14. Literacy Education Leave

4.15. Organ and Bone Marrow Donation Leave

While the above list is complete as of the policy amendment date, any new or modified leave of absence legislation mandated by either Federal or State regulations will be immediately adopted by the Foundation and communicated to Foundation employees.

Employees should contact the Human Resources Department for additional information on these leaves of absence.

Additional types of leaves of absence shall be granted to employees according to the provisions set forth by the Foundation. They are:

1. Bereavement Leave of Absence (Policy 4330-20)
2. Personal Leave of Absence (Policy 4341-20)

Policy

Adopted: 19 Nov 68
Amended: 10 Mar 87
Amended: 13 Jun 90
Amended: 11 Feb 92
Amended: 13 Sep 94
Amended: 08 Aug 95
Amended: XX Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 95)

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PERSONNEL HUMAN RESOURCES

EMPLOYEE BENEFITS

Bereavement Leave

1. In the ~~case~~event of death of an immediate family member, the Foundation will grant a full-time employee up to three days leave, with pay, in order to arrange and attend the funeral. Management may require proof of death prior to issuing bereavement pay.
2. An immediate family member is defined as ~~husband, wife, spouse, domestic partner,~~ child, sister, brother, father, mother, father-in-law, mother-in-law, grandfather, grandmother, grandchild, stepfather, stepmother, ~~and stepchild~~ or legal guardian.

Policy

Adopted: 30 Aug 67

Amended: 12 Jan 93

Amended: 10 May 94

Amended: 21 Sept 99

Amended: XX Apr 15

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Sept-99)

HUMAN RESOURCES

EMPLOYEE BENEFITS

Holidays

1. All full-time employees shall be entitled to the following Foundation-observed holidays:

| | | |
|----------------|------------------|----------------------|
| New Year's Day | Independence Day | Thanksgiving Day |
| Presidents Day | Labor Day | Christmas Day |
| Memorial Day | Veterans Day | One Floating Holiday |

2. The Floating Holiday is to be taken during the calendar year after completion of the Orientation Period. Scheduling is at the discretion of the Supervisor with approval of the Department Manager. The Floating Holiday does not accrue, may not be carried over to subsequent years, and must be used by the last pay period of the year. For example, an employee may choose to use the Floating Holiday to observe a religious holiday, one's birthday, or for any other purpose. The Floating Holiday must be taken as a full day (8 hours). No partial days/hours will be permitted.
3. When a holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.
4. When it is necessary for an employee to work on a Foundation-observed holiday, the Supervisor may provide the employee another day off at the convenience of the department.
5. Any employee who is eligible for holiday pay and works on a Foundation-observed holiday will be compensated at one and one-half (1½) times their regular rate of pay for the time worked plus holiday pay at their base pay for their scheduled hours.
6. Foundation-observed holidays count as time worked when calculating weekly overtime. For example, an employee receives holiday pay for Monday, works the rest of the week Tuesday thru Friday, and then is scheduled to work on Saturday. The hours worked on Saturday will be considered overtime if the worked hours in the week including the holiday pay on Monday exceeds 40 hours.

7. If a Foundation-observed holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
8. In order to be eligible for holiday benefits, an employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless on scheduled vacation or medically excused absence.
9. Medically excused absences may require certification from a physician and must be approved, in writing, by the Department Head and the Human Resources Director before the employee qualifies for holiday pay.
10. Time taken for Personal or Family Care Leave of Absence is not considered scheduled work time. Employees do not accrue vacation or sick hours, nor receive holiday pay while on Personal or Family Care Leave.

Policy

Adopted: 18 Nov 69
 Amended: 17 Mar 70
 Amended: 19 Dec 72
 Amended: 15 Jun 76
 Amended: 13 Oct 87
 Amended: 09 Apr 91
 Amended: 10 Dec 91
 Amended: 13 Oct 92
 Amended: 09 Feb 93
 Amended: 08 Aug 95
 Amended: 21 Sept 99
 Amended: 24 Sept 13
 Amended: XX Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

HUMAN RESOURCES

EMPLOYEE BENEFITS

Holidays

1. All eligible full-time employees shall be entitled to the following Foundation-observed holidays:

| | | |
|----------------|------------------|----------------------|
| New Year's Day | Independence Day | Thanksgiving Day |
| Presidents Day | Labor Day | Christmas Day |
| Memorial Day | Veterans Day | One Floating Holiday |

2. The Floating Holiday is to be taken during the calendar year after completion of the Orientation Period. Scheduling is at the discretion of the Supervisor with approval of the Department Manager. The Floating Holiday does not accrue, may not be carried over to subsequent years, and must be used by the last pay period of the year. For example, an employee may choose to use the Floating Holiday to observe a religious holiday, one's birthday, or for any other purpose. The Floating Holiday must be taken as a full day (8 hours). No partial days/hours will be permitted.
3. When a holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.
4. When it is necessary for an employee to work on a Foundation-observed holiday, the Supervisor may provide the employee another day off at the convenience of the department.
- 4.5. Any employee who is eligible for holiday pay and works on a Foundation-observed holiday will be compensated at one and one-half (1½) times their regular rate of pay for the time worked plus holiday pay at their base pay for their scheduled hours.
- 5.6. Foundation-observed holidays count as time worked when calculating weekly overtime. If an employee works 8 hours on a holiday, and is eligible for holiday pay, the employee will receive 8 hours holiday pay, plus 8 hours of scheduled work time at the employee's regular rate of pay. For example, an employee receives holiday pay for Monday, works the rest of the week Tuesday thru Friday, and then is scheduled to work on Saturday. The hours worked on

Saturday will be considered overtime if the worked hours in the week including the holiday pay on Monday exceeds 40 hours.

6.7. If a Foundation-observed holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.

7.8. In order to be eligible for holiday benefits, an employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless on scheduled vacation or medically excused absence.

8.9. ~~All Medically excused and medically-certified~~ absences may require certification from a physician and must be approved, in writing, by the Department Head and the Human Resources ~~Manager~~ Director before the employee qualifies for holiday pay.

9.10. Time taken for Personal or Family Care Leave of Absence is not considered scheduled work time. Employees do not accrue vacation or sick hours, nor receive holiday pay while on Personal or Family Care Leave.

Policy

Adopted: 18 Nov 69
Amended: 17 Mar 70
Amended: 19 Dec 72
Amended: 15 Jun 76
Amended: 13 Oct 87
Amended: 09 Apr 91
Amended: 10 Dec 91
Amended: 13 Oct 92
Amended: 09 Feb 93
Amended: 08 Aug 95
Amended: 21 Sept 99
Amended: 24 Sept 13

Amended XX Apr 15

(Sept 2013)

GOLDEN RAIN FOUNDATION
Seal Beach, California

PERSONNEL HUMAN RESOURCES

PAY PLAN

Pay Provisions

All personnel are paid on a biweekly basis. Pay periods are computed from 12:01 a.m. Monday through midnight Sunday, on a weekly basis. Pay days are every other Friday and covers the previous two week period ending the prior Sunday.

Overtime

1. Overtime worked must be authorized in advance by the supervisor and/or department head. Overtime will be authorized only when the work is of an urgent nature and/or cannot be performed during normal working hours.
2. All overtime must be recorded ~~on the employee's current time card~~ using the payroll time system and approved by the employee's supervisor and/or department head. When paid, overtime will be rounded to the nearest fifteen minutes.
3. In accordance with Federal and State laws, Nonnon-exempt employees are paid at one and one-half times their regular rate of pay for all hours worked over 8 hours in one work day or 40 hours in one workweek. Hours worked over 12 in one work day, or over 8 on the seventh consecutive day worked in a workweek, are paid at double time. Hours worked means time actually spent on the job.
4. Hours paid for sick leave time or vacation time are not counted as hours worked in determining eligibility for overtime pay.
5. Holidays:
 - a. If an employee works on a Foundation observed holiday and is eligible for holiday pay, the employee ~~will receive 8 hours holiday pay plus all hours of scheduled work time up to 8 hours at the employee's regular rate of pay~~ will be compensated at one and one-half (1½) times their regular rate of pay for the time worked plus holiday pay at their base pay for their scheduled hours. Hours worked in excess of 8 hours will be paid the applicable overtime rate.
 - b. Foundation-observed holiday time counts as time worked when calculating weekly overtime. For example, an employee receives holiday pay for Monday, works the rest of the week Tuesday thru Friday, and then is scheduled to work

on Saturday. The hours worked on Saturday will be considered overtime if the worked hours in the week including the holiday pay on Monday exceeds 40 hours.

5.6.

Policy

Adopted: 30 Aug 67
Revised: 17 Feb 70
Revised: 13 Sept 83
Revised: 12 Jan 93
Revised: 08 Aug 95
Revised: 20 Jan 98
Revised: 21 Dec 99

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

Amended: 15 Apr 15

~~(Dec 99)~~

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Page 2 of 2

HUMAN RESOURCES

EMPLOYEE BENEFITS

GRF Sick Leave

GRF Sick Leave benefits are provided by the Golden Rain Foundation to full-time employees according to the following terms and conditions:

1. GRF Sick Leave will be provided to all full-time employees at a rate of 7 days per year.
2. Employees are entitled to accumulate up to, but not to exceed, 20 days (160 hours) of GRF Sick Leave. Any current employee who has accrued more than 160 hours of GRF Sick Leave as of June 30, 2015, will be permitted to retain those days for future use, but once utilized he/she will be permitted to only accrue a maximum of 20 days.
3. Eligible employees may use GRF Sick Leave starting on their 90th day of employment.
4. Accumulated and unused GRF Sick Leave benefits are available in the event of an illness or injury of an employee, or the employee's spouse, child or parent. The term "child" or "parent" must meet the definition as established within state regulation requirements. Accumulated and unused GRF Sick Leave benefits are also available for any event protected by State or Federal law.
5. Non-exempt employees may use GRF Sick Leave in increments of one hour or greater.
6. Exempt employees may use sick leave in increments of eight hours or greater. No deduction for sick leave is taken for increments of less than eight hours.
7. GRF Sick Leave is paid at the employee's base rate of pay which excludes additional pay types such as differentials, bonuses, and commission payments.

8. Employee must provide reasonable advance notice, if feasible, when utilizing GRF Sick Leave; if not feasible, then as soon as practicable. For sicknesses of three or more days' duration, a written statement from the attending health care provider should be provided.
9. GRF Sick Leave is accrued on a bi-weekly basis. GRF Sick Leave hours do not accrue during family, medical or personal leaves of absence.
10. Accrued but unused GRF Sick Leave will not be paid to the employee upon termination of employment.
11. GRF Sick Leave is not another Vacation Benefit and abuse of GRF Sick Leave may result in disciplinary action up to and including termination. GRF Sick Leave must be used only for reasons stated in #4.
12. For employees eligible for both GRF Sick Leave and Cal Sick Leave (Policy 4322-20), available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

Policy

Adopted: 20 May 69
 Amended: 21 Mar 78
 Amended: 12 Jan 93
 Amended: 08 Mar 94
 Amended: 08 Aug 95
 Amended: 21 Dec 99
 Amended: 17 Mar 09
 Amended: 21 Dec 10
 Amended: 16 Oct 12
 Amended: 19 Mar 13
 Amended: 21 May 13
 Amended: XX Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California

8. Employee must provide reasonable advance notice, if feasible, when utilizing Cal Sick Leave; if not feasible, then as soon as practicable.
9. Accrued but unused Cal Sick Leave will not be paid to the employee upon termination of employment.
10. Employees who are re-hired within one year of separation will receive any previously accrued and unused Cal Sick Leave.
11. Employees will not be demoted, disciplined, retaliated against, suspended or terminated for requesting or using available Cal Sick Leave.
12. For employees eligible for both Cal Sick Leave and GRF Sick Leave (Policy 4320-20), available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

Policy

Adopted: XX Apr 15

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

HUMAN RESOURCES

EMPLOYEE BENEFITS

GRF Sick Leave

GRF Sick leave benefits are provided by the Golden Rain Foundation to full-time employees according to the following terms and conditions ~~and will be in effect January 1, 2013:~~

- ~~1. It is the established policy of the Foundation to provide each~~ GRF Sick Leave will be provided to all full-time employees ~~with sick leave~~ at a rate of ~~10-7~~ days per year. ~~New employees will accumulate sick leave time, but will not be paid for sick leave during their 90-day orientation period.~~
- ~~4.2.~~ Employees are entitled to accumulate up to, but not to exceed, ~~24-20~~ days (~~192-160~~ hours) of ~~sick leave~~ GRF Sick Leave. Any current employee who has accrued ~~24-36 more than 160 hours~~ days of GRF Sick Leave as of ~~December 31, 2012~~ June 30, 2015, will be permitted to retain those days for future use, but once utilized he/she will be permitted to only accrue a maximum of ~~24-20~~ days. ~~All employees hired on or after January 1, 2013, will be permitted to accrue up to a maximum of 24 days of sick leave.~~
- ~~3.~~ Eligible employees may use GRF Sick Leave starting on their 90th day of employment.
- ~~2.4.~~ Accumulated and unused GRF Sick Leave benefits are available in the event of an illness or injury of an employee, or the employee's spouse, child or parent. The term "child" or "parent" must meet the definition as established within state regulation requirements. Accumulated and unused GRF Sick Leave benefits are also available for any event protected by State or Federal law.
- ~~3.5.~~ Non-exempt employees may use GRF Sick Leave ~~sick leave~~ in increments of one hour or greater.
- ~~6.~~ Exempt employees may use sick leave in increments of eight hours or greater. No deduction for sick leave is taken for increments of less than eight hours.

~~4-7.~~ GRF Sick Leave is paid at the employee's base rate of pay which excludes additional pay types such as differentials, bonuses, and commission payments.

8. Employee must provide reasonable advance notice, if feasible, when utilizing GRF Sick Leave; if not feasible, then as soon as practicable. For sicknesses of three or more days' duration, a written statement from the attending health care provider should be provided. ~~may be required at the discretion of the Executive Director or Human Resources Manager.~~

9. GRF Sick Leave is accrued on a bi-weekly basis. GRF Sick leave hours do not accrue during family, medical or personal leaves of absence.

10. Accrued but unused ~~sick leave~~ GRF Sick Leave will not be paid to the employee upon termination of employment.

11. Sick Leave GRF Sick Leave is not another Vacation Benefit and abuse of ~~Sick Leave~~ GRF Sick Leave may result in disciplinary action up to and including termination. GRF Sick Leave must be used only for reasons stated in #24.

~~11.12.~~ For employees eligible for both GRF Sick Leave and Cal Sick Leave (Policy 4322-20), available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

Policy

Adopted: 20 May 69
Amended: 21 Mar 78
Amended: 12 Jan 93
Amended: 08 Mar 94
Amended: 08 Aug 95
Amended: 21 Dec 99
Amended: 17 Mar 09
Amended: 21 Dec 10
Amended: 16 Oct 12
Amended: 19 Mar 13
Amended: 21 May 13
Amended: XX Apr 15
(May 13)

GOLDEN RAIN FOUNDATION
Seal Beach, California

HUMAN RESOURCES

EMPLOYEE BENEFITS

California Sick Leave

California Sick Leave ("Cal Sick Leave") benefits are provided to all employees based on the Healthy Workplaces, Healthy Family Act of 2014 according to the following terms and conditions effective on July 1, 2015:

1. Cal Sick Leave is provided to all employees at a rate of 3 days (24 hours) per year based on the following schedule:
 - a All existing employees will receive 24 hours of Cal Sick Leave on July 1, 2015 and each July 1st thereafter.
 - b All new employees will receive 24 hours of Cal Sick Leave at time of hire and each annual anniversary thereafter.
2. Employees may use Cal Sick Leave hours starting on their 90th day of employment.
3. Cal Sick Leave does not roll over from year to year. Cal Sick Leave is capped at 24 hours per year. Cal Sick Leave does not accrue. Cal Sick Leave resets on an annual basis based on the schedule listed above in #1.
4. Cal Sick Leave benefits are available for the diagnosis, care or treatment of an existing health condition, or preventive care for themselves or a "family member." The term "family member" is defined as child, parent, spouse or registered domestic partner, grandparent, grandchild, or sibling. An employee who is a victim of domestic violence, sexual assault or stalking may also use Cal Sick Leave time.
5. Non-exempt employees may use Cal Sick Leave in increments of one hour or greater.
6. Exempt employees may use Cal Sick Leave in increments of eight hours or greater. No deduction for sick leave is taken for increments of less than eight hours.
7. Sick leave is paid at the employee's regular rate of pay over the preceding 90 days of employment, which includes additional pay types such as differentials, bonuses, and commission payments.



A G E N D A
EXECUTIVE COMMITTEE

Tuesday, March 10, 2015, 1:00 p.m., Administration Conference Room

The meeting of the Executive Committee was held on Tuesday, March 10, 2015. 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 Robert Croft.

ROLL CALL

Present: Mrs. C. Damoci, Chair Ms. L. Stone
Mr. B. Lukoff Ms. R. Winkler
Mr. P. Moore Mrs. M. Wood
Ms. K. Rapp

Staff and Mr. R. Ankeny, Executive Director
Guests: Ms. R. Smith, Human Resources Director
Mrs. C. Weller, Mutual Administration Director
Mr. D. Cox, Media Manager
Ms. C. Knapp, Stock Transfer Supervisor
Mrs. D. Bennett, Recording Secretary
Mr. T. Bolton, GRF Representative, Mutual Sixteen
(arrived at 2:56 p.m.)
Mr. P. Hood, GRF Representative, Mutual Five
Mr. S. McGuigan, GRF Representative, Mutual Eight .
Mrs. J. Reed, GRF Representative, Mutual Four
Ms. P. Snowden, GRF Representative, Mutual Two
Three Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the guests, committee members and staff, and reviewed meeting protocol. The Chair stated that 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/shareholder comment period, not to exceed four 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 in March.

MINUTES

The regular meeting minutes of February 10, 2015 were accepted by the Chair of the Executive Committee, with the amendment of "Architectural Design and Review Subcommittee" rather than

“Architectural Review and Design Subcommittee”.

CORRESPONDENCE

No correspondence was received since the last Executive Committee meeting.

REPORTS

Mutual Administration Director

The Mutual Administration Director presented her report, as attached.

The consensus of the Executive Committee is to invite the Stock Transfer Supervisor to the April 14, 2015 Executive Committee meeting to provide an update on caregivers' passes.

Human Resources Director

The Human Resources Director presented her report, as attached.

Executive Director

The Executive Director presented his report, as attached.

Architectural Review and Design Sub-committee

The Chair of the Architectural Review and Design (ARD) Sub-committee presented her report, as attached.

Emergency Preparedness Sub-committee

The Chair of the Emergency Preparedness Sub-committee presented her report, as attached.

Mutual Administration Sub-committee

The Chair of the Mutual Administration Sub-committee presented her report, as attached.

SHAREHOLDER/MEMBER COMMENTS

Six shareholder/members and the Mutual Administration Director spoke on the cost of color copies and a proposed meeting with the Security Chief regarding citations issued in carports.

UNFINISHED BUSINESS

Policy 5160-30, Architectural Design and Review Subcommittee

Mr. Lukoff **MOVED**, Mr. Moore seconded, and carried unanimously -

TO recommend the Board of Directors amend Policy 5160-33,
Architectural Design and Review Subcommittee.

NEW BUSINESS

Approve New Logo Concept

The Media Manager presented the new GRF logo concept to the Executive Committee.

Mr. Moore MOVED, seconded by Mrs. Wood,

TO send the new GRF logo concept to the Board for approval.

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

TO amend the main motion, adding that the new GRF logo concept will go to the Architectural Design and Review Committee to approve the specific colors appropriate for shirts (PMS), newsprint (CMYK), and electronic usage (HTML).

The main motion, as amended, was carried unanimously.

Election Update

The Recording Secretary reported that the Applications for Candidacy for GRF Board member applicants from odd-numbered Mutuals were made available on Monday, March 2, 2015. Twelve packets have been distributed to date, including packets to all current GRF Board members from odd-numbered Mutuals. An article pertaining to candidacy was published in *The News* on Thursday, March 5, 2015. Mailing labels for internal and external addresses will be requested from ITS at the beginning of April for ballot mailing purposes.

Administrative Access

Nine Board members, one shareholder/member, the Executive Director and the Human Resources Director spoke on limiting access to the administrative areas in the Administration Building.

The Executive Committee reached consensus on changing the keypad code on the door across from the Stock Transfer Department, effective April 1, 2015. All Directors and Mutual Board Presidents will be notified of the new code.

The Chair recessed for a break at 2:36 p.m. and the guests were excused, with the exception of Mr. McGuigan.

The Chair asked for a motion for the Committee to go into Executive Session at 2:43 p.m.

ADJOURNMENT

The Committee returned to Regular Session at 3:58 p.m.; the meeting was adjourned at 3:59 p.m.

Carole Damoci, Chair
EXECUTIVE COMMITTEE
03/10/15/dfb