



Executive Committee

Agenda

Administration Conference Room
Friday, October 13, 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:
Randy Ankeny, Executive Director
Cindy Flynn, Human Resources Director
Paul Bristow, Security Services Director
Barbara Shuler, Finance Manager
Deanna Bennett, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of September 8, 2017 (pp. 1-6)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence**
- 7. Unfinished Business**
 - a. Director Training
 - b. Salary Survey – Transportation and Inspectors (handout)
 - c. Uniforms for Security - Update
- 8. New Business**
 - a. Approve Draft Community Disaster Procedure Outlined Document
(handout)
 - b. Uniforms for Recreation/Library Attendants- Discussion
 - c. Uniform Change for Bus Drivers – Discussion
 - d. Uniforms for Other Areas – Discussion

- e. Effect of SB407 on GRF Policies - Discussion
- f. Employee Handbook and 4000 Policy Series - Discussion
- g. Employee Payroll Information System (handout)

9. Policies

- a. Adopt Policy regarding Security Department Shirts (handout)
- b. Amend Policy 5026-30, Election of Officers (pp. 7-8)
- c. Amend Policy 5041-30, Real Property Acreage (pp. 9-12)
- d. Amend Policy 5025-30, Election Procedures (pp. 13-20)
- e. Amend Policy 5110-30, Committee Charter (pp. 21-22)

10. Subcommittee Reports

- a. Emergency Council Report
- b. GRF Director Booklet Report

11. Staff Reports

- a. Human Resources Director (pp. 23-44)
- b. Finance Manager (pp. 45-48)
- c. Executive Director

13. Shareholder/Member Comments

(Limited to 3 minutes per person)

14. Committee Member Comments

15. Adjourn to Executive Committee Executive Session

- a. Approval of Executive Session Minutes – August 11, 2017
- b. Personnel

16. Next Meeting/Adjournment

- a. **November 14, 2017, 10 a.m. (due to Veterans' Day observance)**



EXECUTIVE COMMITTEE MINUTES
Friday, September 8, 2017

The meeting of the Executive Committee and the Golden Rain Foundation Board of Directors was held on Friday, September 8, 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	
	Ms. B. Shuler, Finance Manager	
	Mr. E. Gomez, Safety/Emergency Coordinator	
	Ms. Nancy Ray, Stock Transfer Supervisor	
	Ms. Courtney Knapp, Elections Specialist	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Mrs. I. Heinrichs, GRF Representative, Mutual	
	Ms. S. Fekjar, GRF Representative, Mutual	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	Nine Foundation Member	

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 October.

CHAIR'S ANNOUNCEMENTS

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

CHAIR'S REPORT

The Chair did not submit a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of August 11 were approved, as presented.

The minutes of August 24, 2017 were approved, as corrected.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

Four shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

OLD BUSINESS

Amend Job Descriptions

The Committee concurred to review the positions upon the Management Services Review Ad Hoc Committee's review of Physical Property and Service Maintenance services provided to the Mutuels.

Security Department Uniform Recommendation

Mr. Lukoff MOVED, seconded by Mrs. Reed -

TO approve the purchase of yellow polo shirts for Security Department staff, excluding Management, Watch Commanders, Parking Specialist and Patrol

Staff, at a cost of \$28.00, per shirt, for a total cost of \$9,240.00.

Nine Committee members, the Executive Director and the Security Services Director spoke on the motion.

The motion was carried unanimously by the Committee members.

The Security Services Director spoke on full-time positions in the Security Department. Two Committee members, the Executive Director and the Security Services Director spoke on the topic.

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

Upon approval of the 2018 budget, **TO** begin hiring Full Time staff in the Security Department.

NEW BUSINESS

Director Training

The Executive Director will advise when Director training is scheduled, based on the presenter's availability. GRF President Linda Stone will collaborate with the Executive Director regarding the training.

2018 Election Schedule

The Elections Specialist presented the 2018 Election Schedule policies for the Executive Committee's review.

Amend Policy 5026-30, Election of Officers

The Committee concurred to refer Policy 5026-30, Election of Officers to the Policy Re-write Sub-committee.

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

TO refer Policy 5026-30, Election of Officers to the Policy Re-write Sub-committee.

Election Services Contract Extension

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

TO recommend the GRF Board award a contract to Accurate Voting Services, Inc. to perform the general election services of the Golden Rain Foundation and

the Mutual Corporations for the years 2018, 2019, and 2020, at a cost of \$110,000, plus photocopying, postage and staffing needs.

Two Committee members spoke on the motion.

The motion was carried unanimously by the Committee members.

Establishment of New Sub-committee – GRF Director Booklet

The Chair established a new Sub-committee, GRF Director Booklet and appointed Joy Reed as Chair and members Irma Heinrichs, Susan Hopewell, Leah Perrotti and Paula Snowden.

POLICIES

Amend Policy 5041-30, Real Property Acreage

The Committee concurred to refer Policy 5041-30, Real Property Acreage to the Policy Re-write Sub-committee.

Amend Policy 1220-30, Resident Specialists

Ms. Stone MOVED, seconded by Ms. Rapp-

TO recommend the GRF BOD accept amendment to Policy 1220-30, Resident Specialists.

Four Committee members spoke on the motion.

The motion was carried unanimously by the Committee members.

Policy 5025-30, Election Procedures

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

TO refer Policy 5025-30, Election Procedures, to Policy Re-write.

Amend Policy 5110-30, Committee Charter

The Committee concurred to review Policy 5110-30, Committee Charter, at the October Committee meeting.

SUBCOMMITTEE REPORTS

The Safety Coordinator and the Radio Club President Mike Clermont spoke on disaster responses.

The Chair called for a break at 3:08 p.m. The meeting resumed at 3:18 p.m.

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 and spoke on a non-exempt staff rest break schedule in relation to morning and afternoon meetings.

MEMBER COMMENTS

Three member 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.

ADJOURNMENT

The meeting was adjourned 3.52 p.m.

Carole Damoci
Chair, Executive Committee
09.08.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE
MEETING ON July 14, 2017**

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of August 11 were approved, as presented and the minutes of August 24 were approved, as corrected;
- The Committee concurred to review the positions upon the Management Services Review Ad Hoc Committee's review of Physical Property and Service Maintenance services provided to the Mutuals.

MOTIONS

- **TO** approve the purchase of yellow polo shirts for Security Department staff, excluding Management, Watch Commanders, Parking Specialist and Patrol Staff, at a cost of \$28.00, per shirt, for a total cost of \$9,240.00;
- Upon approval of the 2018 budget, begin hiring Full Time staff in the Security Department;
- **TO** recommend the GRF Board award a contract to Accurate Voting Services, Inc. to perform the general election services of the Golden Rain Foundation and the Mutual Corporations for the years 2018, 2019, and 2020, at a cost of \$110,000, plus photocopying, postage and staffing needs;
- **TO** refer Policy 5026-30, Election of Officers to the Policy Re-write Sub-committee;
- **TO** recommend the GRF BOD accept amendment to Policy 5041-30, Real Property Acreage;
- **TO** recommend the GRF BOD accept amendment to 1220-30, Resident Specialists;
- **TO** refer Policy 5025-30, Election Procedures to the Policy Re-write Sub-committee.



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: TRANSPORTATION MECHANIC WAGE RANGES
DATE: OCTOBER 13, 2017
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

Due to the need to fill two positions in the Transportation Department, a Salary Survey for Mechanic (3591.2) and Lead Mechanic position (3591.1) was conducted in 2017.

The survey revealed that the GRF wage ranges both Mechanic positions were significantly below market rates, and to be revised to enable GRF to attract and retain the skilled employees needed for these positions. Changing these rates will also provide internal equity for these positions within GRF as the skilled positions within the Service Maintenance Department were recently revised and these positions are equivalent in value to the organization.

The revision of the wage ranges for the Mechanic positions would not necessitate any immediate adjustment to wages, but would allow top performing employees to be compensated at rates that will allow GRF to retain their expertise and knowledge. These increases have already been anticipated in the formulation of the 2018 budget for the Transportation Department.

Committee Action

That the Executive Committee approve the changes to the Wage Ranges for the Mechanic and Lead Mechanic Positions in the Transportation Department as outlined in the attached Wage Adjustment Analysis. In summary:

Change Mechanic (3591.2) position to Wage Range 35.

Change Lead Mechanic (3591.1) to Wage Range 40.

**Auto Mechanic
Wage Analysis - October 2017**

<u>Data Source/Employer</u>	<u>Hourly Rate</u>	<u>Notes</u>
Salary.com (Lead Mechanic)	\$ 30.00	Auto Mechanic III/Senior Auto Mechanic (experience and qualifications matched to GRF job desc.)
Salary.com (Mechanic)	\$ 25.00	Auto Mechanic II/Intermediate Auto Mechanic (experience and qualifications matched to GRF job desc.)
GRF- Lead Mechanic	\$ 24.50	
GRF - Mechanic	\$ 24.00	

Dept	Title	Current Wage Grade	Current Midpoint	Proposed Wage Range	Proposed Midpoint
TRANSPORTATION	MECHANIC 3591 2	21	\$ 18.68	35	\$ 25.29
TRANSPORTATION	LEAD MECHANIC 3591 1	33	\$ 24.12	40	\$ 28.37



Mechanic 3591.2

Department:	Transportation	Wage/Salary Grade:	R21
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	8am – 4:30pm Monday – Friday
Reports To:	Auto Shop and Bus Supervisor	FLSA:	Non-Exempt

1. Overall Function

- 1.1. Repairs and maintains Golden Rain Foundation vehicles and equipment.

2. Duties and Responsibilities

2.1. Essential Functions

- 2.1.1. Performs periodic maintenance service on vehicles such as buses, trucks, automobiles and Cushman's.
- 2.1.2. Performs periodic maintenance service on small equipment including generators, concrete grinders and concrete cutters.
- 2.1.3. Test drives, diagnoses problems and repairs vehicles and small equipment.
- 2.1.4. Prepares accurate transportation repair orders
- 2.1.5. Drives to locations outside Leisure World to obtain vehicle parts.

2.2. Other Duties may be assigned

3. Knowledge, Skills and Abilities

- 3.1. Three years experience in general automotive repair work.
- 3.2. Knowledge of automotive parts, supplies and safe shop practices.
- 3.3. Knowledge of occupational hazards and safety precautions.
- 3.4. Skill in automotive repair methods and procedures.
- 3.5. Ability to use proper diagnostic tools.
- 3.6. Ability to read and understand technical repair manuals.

4. Physical Abilities

- 4.1. Three years experience in general automotive repair work.
- 4.2. Knowledge of automotive parts, supplies and safe shop practices.
- 4.3. Knowledge of occupational hazards and safety precautions.
- 4.4. Skill in automotive repair methods and procedures.
- 4.5. Ability to use proper diagnostic tools.
- 4.6. Ability to read and understand technical repair manuals.

5. Mental Abilities

- 5.1. Ability to read, write and communicate effectively.
- 5.2. Ability to analyze and solve problems related to automotive repair.
- 5.3. Ability to work effectively with co-workers and Department Managers.

6. Education
 - 6.1.
7. License & Certificates
 - 7.1. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.
8. Personal Protective Equipment
 - 8.1. Face shield
 - 8.2. Goggles
 - 8.3. Respirator
 - 8.4. Rubber gloves
 - 8.5. Leather boots
9. Work Environment
 - 9.1. Exposure to dust, exhaust and gas fumes, paint thinner, cleaning solutions, welding gases and cleaning chemicals.
10. Tools and Equipment's Used
 - 10.1. Hand tools
 - 10.2. Jacks
 - 10.3. Lifts
 - 10.4. Stands
 - 10.5. Fork lift
 - 10.6. Diagnostic equipment

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 all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

Amended: 13 Oct 17

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

Employee Name (print): _____

Employee Signature: _____ Date: _____



Lead Mechanic 3591.1

Department:	Transportation	Wage/Salary Grade:	R33
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	8am-4:30pm
Reports To:	Auto Shop and Bus Supervisor	FLSA:	Non-Exempt

1. Overall Function

- 1.1. Repairs and maintains Golden Rain Foundation vehicles and equipment. Advises and assists mechanics and ensures that their work quality is satisfactory.

2. Duties and Responsibilities

2.1. Essential Functions

- 2.1.1. Performs periodic maintenance service on Foundation vehicles such as buses, trucks, automobiles and Cushmans.
- 2.1.2. Performs periodic maintenance service on small equipment including generators, vacuum cleaners, concrete grinders and concrete cutters.
- 2.1.3. Test drives, diagnoses problems and repairs vehicles and small equipment.
- 2.1.4. Schedules vehicles and equipment for preventive maintenance and/or repairs.
- 2.1.5. Assigns work to mechanics; checks completed work.
- 2.1.6. Maintains records of repairs, preventive maintenance, parts purchased from vendors, and disposal of shop materials.
- 2.1.7. Prepares and checks accuracy of Transportation Repair Orders (TROs).
- 2.1.8. Maintains inventory of shop supplies; reorders when needed. Prepares purchase requisition for parts.
- 2.1.9. Works with purchasing department to ensure that an inventory of required parts is available; periodically reviews inventory for appropriateness.
- 2.1.10. Instructs and monitors mechanics in safety procedures and safe use of equipment. Reports unsafe working conditions to Auto Shop and Bus Supervisor.
- 2.1.11. Maintains records on hazardous materials used in the automotive repair shop.
- 2.1.12. Fills in for Auto Shop and Bus Supervisor in his absence.
- 2.1.13. Instructs new employees on use of Cushmans.
- 2.1.14. Assists in preparation of annual fleet evaluation.
- 2.1.15. Drives to locations outside Leisure World to obtain vehicle parts

2.2. Other Duties may be assigned

3. Knowledge, Skills and Abilities

- 3.1. Five years experience in general automotive repair work.
- 3.2. Knowledge of automotive parts, supplies, and safe shop practices.
- 3.3. Knowledge of occupational hazards and safety precautions.
- 3.4. Skill in automotive repair methods and procedures.
- 3.5. Ability to use proper diagnostic tools.
- 3.6. Ability to read and understand technical repair manuals.

4. Physical Abilities
 - 4.1. Frequent standing, walking, climbing, balancing, stooping, kneeling, crouching, reaching and handling.
 - 4.2. Ability to pull, lift and carry up to 100 pounds.
 - 4.3. Close vision and color vision necessary

5. Mental Abilities
 - 5.1. Ability to read, write and communicate effectively.
 - 5.2. Ability to organize and prioritize work so that deadlines are met.
 - 5.3. Ability to analyze and solve problems related to automotive repair.
 - 5.4. Ability to work effectively with co-workers, Department Heads and vendors.
 - 5.5. Ability to lead and supervise two mechanics.

6. Education
 - 6.1.

7. License & Certificates
 - 7.1. Forklift Operator License or Certification.
 - 7.2. ASC Certification.
 - 7.3. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

8. Personal Protective Equipment
 - 8.1. Face shield
 - 8.2. Goggles
 - 8.3. Respirator
 - 8.4. Rubber gloves
 - 8.5. Leather boots.

9. Work Environment
 - 9.1. Exposure to dust, exhaust and gas fumes, paint thinner, cleaning solutions, welding gases, cleaning chemicals

10. Tools and Equipment's Used
 - 10.1. Hand tools
 - 10.2. Jacks
 - 10.3. Lifts
 - 10.4. Stands
 - 10.5. Fork lift
 - 10.6. Diagnostic equipment
 - 10.7. Measuring specifications equipment
 - 10.8. Fax
 - 10.9. Copier
 - 10.10. Phone
 - 10.11. Computer

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 all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

Amended: 13 Oct 17

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

Employee Name (print): _____

Employee Signature: _____ Date: _____



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: BUILDING INSPECTOR WAGE RANGES
DATE: OCTOBER 13, 2017
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

At the direction of the Executive Committee, A Salary Survey for Building Inspector position (3392.2) was conducted in 2017.

The survey revealed that the GRF wage ranges for Building Inspectors were significantly below market rates, particularly the rates for nearby cities where several GRF Building Inspectors had recently left to take jobs, and needed to be revised to enable GRF to attract and retain the skilled employees needed for these positions.

Additionally, the current position of Building Inspector (3392.2) requires certifications already be earned by the employee holding the position. The GRF has recently had success with transferring employees from other departments with knowledge of the organization, but who lack the certifications. Creating a separate, entry-level position for employees in this situation will allow GRF to compensate the more skilled level of employee fairly while retaining the ability to hire employees at a lower rate while they earn the necessary certifications.

The revision of the wage ranges for the Building Inspector position would not necessitate any immediate adjustment to wages, but would allow top performing employees to be compensated at rates that will allow GRF to retain their expertise and knowledge. These increases have already been anticipated in the formulation of the 2018 budget for the Physical Property Department.

Committee Action

That the Executive Committee approve the changes to the Wage Ranges for the Building Inspector Position in the Physical Properties Department as outlined in the attached Wage Adjustment Analysis. In summary:

Change Title of Building Inspector (3392.2) to Building Inspector II with Wage Range 49.

Create Position of Building Inspector I (3392.3) with Wage Range 46.

Change Projects Coordinator Building Inspector to Wage Range 52.



Building Inspector – 3392.2

Department:	Physical Properties	Wage/Salary Grade:	R46
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 Hours/week - 5 8-hour shifts M-F
Reports To:	Physical Properties Director	FLSA:	Non-Exempt

1. OVERALL FUNCTION

1.1. Responsible for inspection of all residential remodel building construction projects generated by Golden Rain Foundation, Mutual Corporations and shareholders.

2. JOB RESPONSIBILITIES Include the following. Other duties may be assigned.

2.1. Essential Functions

- 2.1.1. Consults with architects, engineers, electrical and general contractors, developers and homeowners on building methods and standards.
- 2.1.2. Plans review of all proposed remodel plans with Mutual Directors and contractors for compliance with Mutual building standards.
- 2.1.3. Verifies compliance with Mutual policies for structural, electrical, plumbing and mechanical facilities, structures and systems.
- 2.1.4. Reviews and maintains all Mutual policies and regulations.
- 2.1.5. Inspects each stage of remodeling construction and approves or disapproves contractor's work.
- 2.1.6. Inspects work to be performed by contractors. Coordinates and supervises work performed by contractors.
- 2.1.7. Advises Mutual Boards regarding modifications of apartments initiated by the occupant and any unauthorized remodeling or installation of appliances without proper permits.
- 2.1.8. Verifies that work proposed in permit applications meets Mutual specifications and approves GRF permits. Reviews work for California Building Code compliance with Building Official.
- 2.1.9. Performs final inspection upon completion of Mutual projects.
- 2.1.10. Coordinates fire/safety inspection requirements.
- 2.1.11. Coordinates and monitors landscape and grounds work performed by contractor.
- 2.1.12. Coordinates transfer of stock inspections.
- 2.1.13. Coordinates maintenance work approved by the Mutual.

2.2. Non-Essential Functions

- 2.2.1. Accompanies inspectors from the City of Seal Beach and other outside agencies on inspections.
- 2.2.2. Establishes and maintains files as needed.
- 2.2.3. Assists Mutuals in specification writing, bidding, evaluation and preparation of contracts.

3. QUALIFICATIONS REQUIRED

3.1. Knowledge, Skills and Abilities

- 3.1.1. Four years journey-level experience in building trades, with two of these years in inspection.
- 3.1.2. Knowledge of building codes and ordinances.
- 3.1.3. Knowledge of state and federally-mandated codes for mechanical, building and plumbing trades.
- 3.1.4. Recent experience as carpenter, plumber or pipefitter.
- 3.1.5. Knowledge of OSHA regulations, safety standards and requirements.
- 3.1.6. Knowledge of construction materials.
- 3.1.7. Knowledge of escrow process.
- 3.1.8. Driving a motor vehicle.
- 3.1.9. Reading blueprints and understanding specifications.

3.2. Physical Abilities

- 3.2.1. Frequently walking, standing, stooping, bending, kneeling, crawling, and climbing.
- 3.2.2. Lifting and carrying up to 30 pounds.
- 3.2.3. Close vision, distance vision and depth perception.

3.3. Mental Abilities

- 3.3.1. Reading, writing and communicating effectively, including presenting information at meetings, as necessary.
- 3.3.2. Analyzing and solving problems related to construction and maintenance.
- 3.3.3. Working effectively with co-workers, shareholders and/or members, family members, Board Directors, local city building inspectors, contractors and vendors.
- 3.3.4. Using diplomacy and sound judgment.

3.4. Education

- 3.4.1. Minimum high school diploma (or equivalent).

3.5. Licenses/Certificates

- 3.5.1. Equivalent completion of 12th grade supplemented by college level study in building inspection technology.
- 3.5.2. Class completion in National Electrical Code; Uniform Building Code, Uniform and/or Mechanical Codes.
- 3.5.3. Possession of International Conference of Building Officials certification (ICBO) as a plans examiner, plumbing inspector, mechanical inspector or building inspector within one (1) year of commencing employment.
- 3.5.4. A valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

4. PERSONAL PROTECTIVE EQUIPMENT

- 4.1. Rain gear
- 4.2. Safety glasses
- 4.3. Dust mask
- 4.4. Cotton/leather/rubber work gloves
- 4.5. Ear plugs
- 4.6. Hard hat
- 4.7. Boots

5. WORK ENVIRONMENT

- 5.1. Exposure to outdoor elements.
- 5.2. Occasional exposure to dust, fumes, odors and chemicals.

6. TOOLS AND EQUIPMENT USED

- 6.1. Cushman

- 6.2. Small hand tools
- 6.3. Ladder
- 6.4. Flashlight
- 6.5. Levels
- 6.6. Bolt cutter
- 6.7. Electrical test equipment
- 6.8. Wireless radio (walkie-talkie)
- 6.9. Copier
- 6.10. Telephone

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.

Approved: 03 Dec 97
Amended: 02 May 11
Amended: 11 Aug 17

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

Employee Name (print): _____

Employee Signature: _____ Date: _____

Community Disaster Preparedness Tips

When disasters strike an unprepared family, the damage can be incredible. Ironically many families are often not prepared because disasters do not happen often. With no sense of immediate need, emergency preparedness is rarely a priority. However vulnerability reduction must continue and families must be ready for disaster impacts.

SPECIAL PRECAUTIONS TO BE OBSERVED BY RESIDENTS

1. Earthquakes or Storms

- a. Remain calm. Don't panic
- b. If indoors, stay indoors, but stay away from windows and objects such as high book cases, china cabinets, chests, mirrors, pictures, shelves or any hanging objects, such as light fixtures or potted plants.
- c. During an earthquake **Drop, Cover and Hold-On** under a desk or table until the shaking stops. Cover head and neck with hands and arms.
- d. If outdoors, avoid high buildings, power poles or other objects which could fall.
- e. Do not touch any fallen or damaged electrical wires or equipment. Don't walk under power lines in darkness.
- f. Stay away from damaged buildings.

2. Following an Earthquake or Storm

- a. Check for injuries in your apartment building. Do not attempt to move seriously injured persons unless there is imminent danger of further injury.
- b. Be prepared for aftershocks, which usually follow a severe earthquake and can cause further damage.
- c. Stay away from areas where extensive damage has occurred, so as not to interfere with rescue operations unless you are asked and are able to assist in life-support operations.
- d. Do not go sightseeing or spread rumors.
- e. Do not use telephone except in extreme emergency. Instead, try sending a text from a cell phone which uses minimal bandwidth.

3. Fires

- a. Call Fire Department, **9-1-1**, give name, building and apartment number.
- b. Close doors, windows and drapes if time permits.

- c. If the fire has gained much headway when discovered, **exit the building immediately!** Do not attempt to remove any articles which might cause a delay in getting out alive. Alert your neighbors and ask them to evacuate their apartments.
- d. Most deaths are caused by smoke or gas inhalation rather than from burns. If area is filled with smoke, crawl as close to the floor as possible to the nearest exit
- e. If fire occurs at night, arouse other occupants in the building and spread the alarm in the neighborhood.

4. Floods

Although the danger of a flood in Leisure World may seem remote, it is possible. A tidal wave or extremely high tide, which could impede the flow of water in the drainage canal, could result in the canal overflowing. If this should occur, it could result in flooding apartment buildings in the vicinity, and necessitate the evacuation of the residents to a higher elevation.

5. Emergency Supplies

It is recommended that the following supplies be stored in the apartment for emergency use. All perishable items should be rotated every six months. (A two-week supply is adequate.)

- a. Five gallons of drinking water.
- b. Non-perishable food that requires little or no water and can be eaten without heating in case power is off. This should include fruit juices. (All food and juices should be stored in a dry place).
- c. First aid and medical supplies.
- d. Have a flashlight in each room of your apartment and spare batteries stored in the refrigerator.
- e. Warm clothing and blankets should be available in case of cold weather.
- f. A battery, solar, or hand cranked radio to listen to emergency stations such as KFWB-980, or KNX-1070 for emergency instructions.
- g. Have a fire extinguisher in the apartment.
- h. Keep a police-type whistle to call for help.
- i. A Community Emergency Response Team (CERT) or Red Cross first aid course or refresher course is highly recommended.

EMPLOYEE EMERGENCY OPERATIONS PLAN



Golden Rain Foundation

**GOLDEN RAIN
FOUNDATION
Seal Beach, California**

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SECTION 1

CENTRALIZED PLAN FOR EMERGENCY PREPAREDNESS

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CENTRALIZED PLAN FOR EMERGENCY PREPAREDNESS

GENERAL:

1. The purpose of this plan is to formulate an organization which will be available and prepared to function in the event of a major disaster in Leisure World and to coordinate with the plans of other organizations in this region, such as the City of Seal Beach, County of Orange and the State of California, which have jurisdiction in this area. This plan will follow the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines as mandated by the Governor's Office of Emergency Services (OES).
2. Our community may be subject to natural disasters such as earthquakes, fires, floods, airplane crashes and hurricanes. Any of these could be of an intensity to create severe damage to property and endanger human life.
3. Another item of less importance, but which could cause considerable inconvenience, depending on the duration, is a power failure. This could occur due to a storm, accident or equipment failure within Leisure World, which would affect only a small area. Or, it could be caused by an incident at some distance from here which could affect the entire vicinity.
4. Since it is impossible to predict when any of these may strike, the better a community is prepared to cope with the situation, the better the chances of minimizing the disruption and chaos which usually prevail following any disaster.
5. It is recognized that the most critical period for providing aid following a disaster of any kind is immediately after it occurs. It is the objective of this plan to furnish whatever aid and assistance possible during the time it takes outside professional organizations to arrive and take over. The rule of thumb in emergency management is to have at least enough food, water, medication and supplies to last you and your family a period of three days.

SPECIFIC:

1. The Security Department / Main Gate Facility will be the initial Incident Command Center after any emergency. The Security Chief will assume the position of Incident Commander and deploy GRF resources as needed. As time allows, the Emergency Operation Center located on top of the Amphitheater will be activated and duties will be assigned to the Department Managers as they arrive. The GRF Executive Director and the GRF President will assume shared control of the emergency response.
2. The Watch Commander in the Security Department will assume the role of Incident Commander when the Security Chief is unavailable or if an emergency occurs after regular business hours. After regular business hours, the Watch Commander will make emergency notifications to the different GRF Departmental Managers. If a Department Manager is unreachable or does not respond in a reasonable amount of time, the Watch Commander will have the authority to contact and deploy staff from that manager's department if needed.
3. Emergency communication procedures are outlined in Section 5 of this manual.
4. Leisure World Amateur Radio, and CERT Volunteers may respond to the Security Department Main Gate Facility (Incident Command Center) or the Emergency Operations Center (EOC) after a disaster. Their personal information shall be recorded on a roster as they arrive, issued a radio for communications (if available) and deployed as needed. Please remember to treat volunteers with care and respect. They deserve it!
5. This plan establishes several sub-command posts that are located throughout the community. The sub-command posts are located at Clubhouse One, Two, Three, Four, Five, and the Main Gate. Each of the sub-command posts (with the exception of the Main Gate) has an emergency supply shed which contains first aid supplies, water and a portable generator.
6. A radio operator shall be deployed to each sub-command post. The radio operator should open the emergency supplies shed and designate an area for shelter operations. The radio operators will then relay developing information on to the Incident Command Center (Security Main Gate or EOC) via amateur radios.
7. The Security Chief will deploy a minibus to stand by at each of the sub-command posts, and assign a Security Department unit to pick up reports at sub-command points.
8. Physical Property Inspectors will be assigned to assist at the sub-command posts during working hours. They will be equipped with mobile radios, as well as vehicles for fast transportation, in the event they are needed.
9. While assisting in a disaster or emergency, it is very important that all GRF employees follow the company safety guidelines as noted in the GRF Employee handbook and the GRF Injury and Illness Prevention Safety Program. Employees shall use personal protective equipment at all times (gloves, dust masks, safety glasses.ect) and avoid all hazardous activity.

SECTION 2

ORGANIZATIONAL CHARTS

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EMERGENCY OPERATIONS CENTER DIRECTOR

Randy Ankeny
Executive Director

Linda Stone
GRF President

EOC MANAGEMENT STAFF

EOC Coordinator Eloy Gomez

Public Info Officer Ruth Osborn

Liaison Officer Mark Weaver

Operations Section
Coordinator

Paul Bristow

Steve McGuigan
SB&T Comm.
Chair

Planning Section
Coordinator

Jodi Hopkins

Susan Hopewell
Mut. Admin. Comm.
Chair

Logistics Section
Coordinator

Julie Rodgers

Carole Damoci
Exec. Comm.
Chair

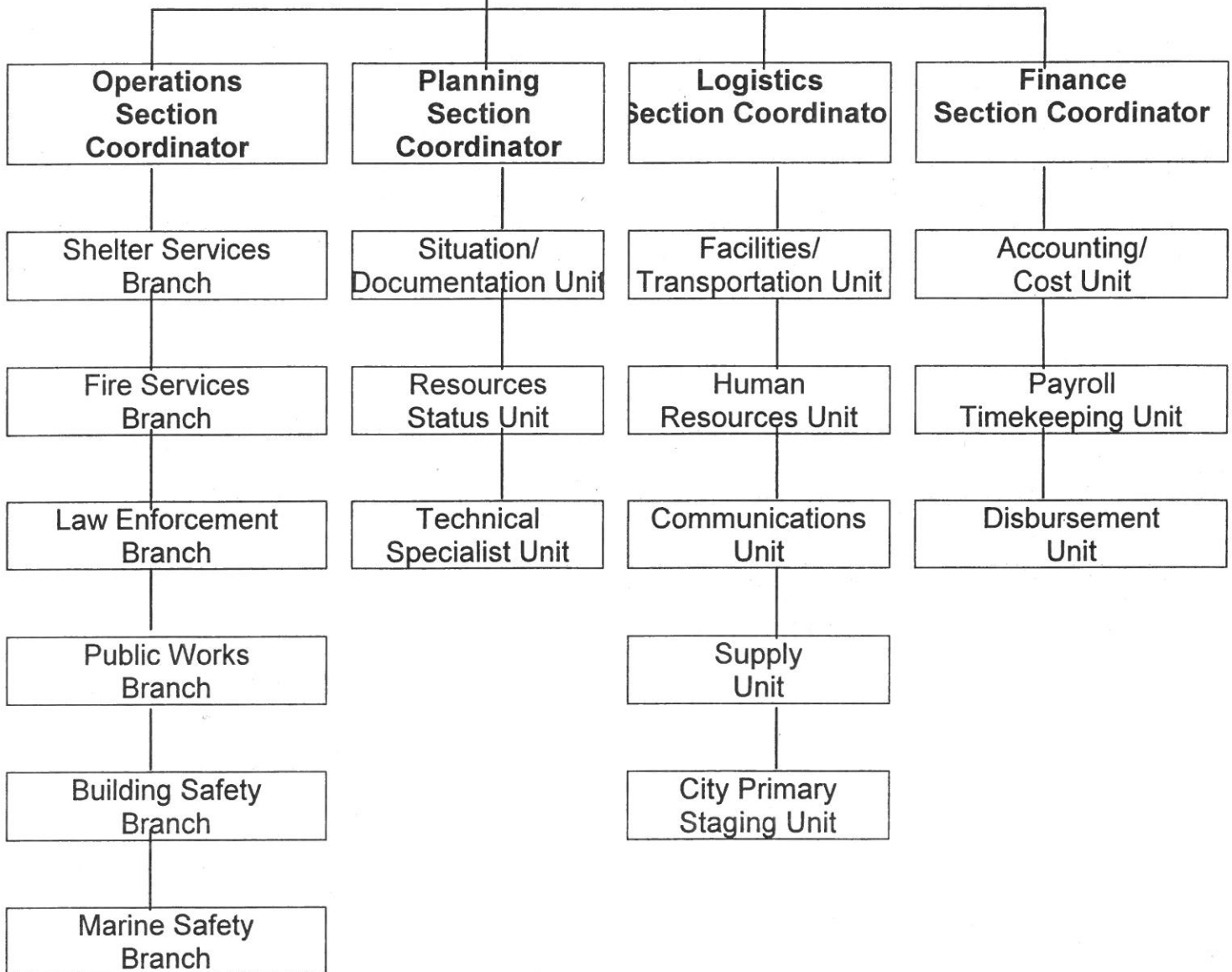
Finance Section
Coordinator

Carolyn Miller

Barry Lukoff
Finance Comm.
Chair

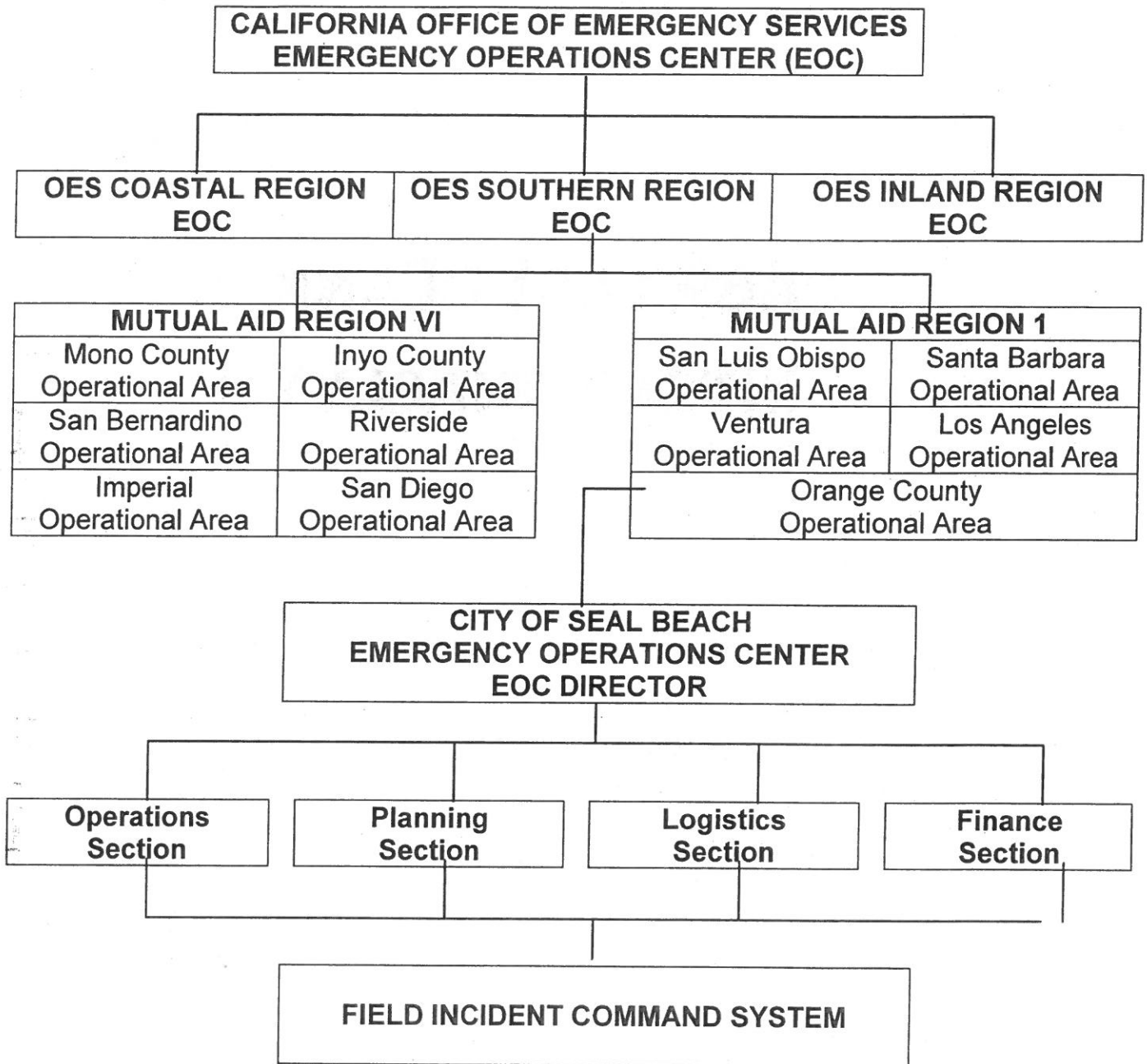
**SEAL BEACH
EMERGENCY OPERATIONS CENTER
DIRECTOR**

EOC MANAGEMENT STAFF
 City Attorney
 Safety Officer
 Public Information Officer
 Liaison Officer



CALIFORNIA

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM



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SECTION 3

DEPARTMENT RESPONSIBILITIES

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DEPARTMENT RESPONSIBILITIES

COMMUNICATIONS	Emergency Operations Center, L.W. Radio Club, Security Department, Physical Property
DAMAGE ASSESSMENT	Service Maintenance, Physical Property Inspectors
DEBRIS REMOVAL	Service Maintenance
ECONOMIC POLICIES	Administration, Purchasing
EQUIPMENT & SUPPLIES	Purchasing
EVACUATION	Transportation
FACILITIES INSPECTION & MANAGEMENT	Physical Property
FIRE SUPPRESSION & CONTROL	Orange County Fire Authority, Physical Property
FLOOD CONTROL & MANAGEMENT	Orange County & Seal Beach Public Works
FUELS MANAGEMENT, DISTRIBUTION	Service Maintenance, Transportation
GOVERNMENT LIAISON	Administration, Safety/Emergency Coordinator, Seal Beach Police, per SEMS
HAZARDOUS MATERIAL CONTROL	Orange County Fire Authority
HEALTH SERVICES	Los Alamitos Medical Center, Medical Volunteers
HEAVY RESCUE	Orange County Fire Authority, Service Maintenance
INCIDENT STATUS REPORT	Physical Property, Emergency Coordinator
LAW ENFORCEMENT	Seal Beach Police, Security Department
MASS CARE	Salvation Army, Red Cross, Recreation Department
MEDICAL SERVICE/FIRST AID	Los Alamitos Medical Center, Medical Volunteers
NON-GOVERNMENT LIAISON	Safety/Emergency Coordinator
OPERATIONS MANAGEMENT	Administration, Mutual Adm., Physical Property
HUMAN RESOURCES	Administration, Physical Property
POLICY DIRECTION	Administration, Mutual Administration
PROCUREMENTS, CONTRACTS	Purchasing, Administration
PUBLIC INFORMATION	Public Information Officer, LW News
RECOVERY PLANNING	Administration, Physical Property, Recreation
REGISTRATION, INQUIRY	Security-Main Gate, American Red Cross
SANITATION	Consolidated Disposal Services, Seal Beach Utilities
REGISTRATION, INQUIRY	Security-Main Gate, American Red Cross
STREET/ROUTE RECOVERY	Transportation, Security, Service Maintenance, and Seal Beach Police/Public Works
TEMPORARY FACILITY CONSTRUCTION	Service Maintenance
TEMPORARY HOUSING	Red Cross, Salvation Army
TRAFFIC CONTROL	Security-Main Gate, Seal Beach Police
TRANSPORTATION	Transportation, O.C. Transportation Authority
UTILITIES LIAISON	Physical Property, So Cal Edison, Water Dept.
VITAL RECORDS CONTROL	Mutual Administration
WATER RESOURCES	Sub-Command Post, Seal Beach Water Dept.
WELFARE SERVICES	Salvation Army, Red Cross

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SECTION 4

EMERGENCY PLAN FOR GRF EMPLOYEES

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October 2017

TO: DEPARTMENT MANAGERS
FROM: EXECUTIVE DIRECTOR
SUBJECT: DISASTER PLAN FOR EMPLOYEES

1. The purpose of this plan is to utilize the talents and physical capabilities of the work force here in Leisure World during their regular work week. The plan is to pre-assign duties to persons in the area where they work and with which they are familiar. In the event of a major disaster, we here in Leisure World will need to coordinate our efforts with other organizations in this region, such as the City of Seal Beach, Orange County, and the State of California, which have jurisdiction in this area.
2. The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) are now in effect at Leisure World. They follow the Incident Command System (ICS) to divide the duties among GRF employees. Five sub-command posts are to be set up: one each in Clubhouses One, Two, Three, Four, Five, and main Gate. Personnel will be assigned to each of these command posts to assist in the set-up, operations and communications.
3. Managers will assign personnel to inspect all areas in each of their areas of responsibility and departments. All of this information will be returned to the Emergency Operations Center (EOC). In case of an emergency after regular business hours, department managers will request that employees report to work as needed.
4. Communication procedures during an emergency are detailed in this plan. Our employees will be in constant communication with our Emergency Operations Center via handheld radios, ham radios and cellular telephones.

INSTRUCTIONS FOR CHECKING GOLDEN RAIN FOUNDATION FACILITIES AFTER A DISASTER

Each Department Manager or Supervisor assigns two persons to check all of the offices under his supervision. A report of any injuries, and/or damage to buildings or equipment, is to be reported by the two assigned persons. Results of inspections are to be completed and forwarded to the Emergency Operations Center.

ADMINISTRATION BUILDING, FIRST FLOOR

Accounting Offices:

Stock Transfer Office

Assigned persons are as follows:

1. Director of Finance

1. Stock Transfer Supervisor

ADMINISTRATION BUILDING, SECOND FLOOR

Assigned persons are as follows:

1. Human Resources Manager

2. Administrative Secretary

NEWS OFFICE.

Assigned persons are as follows:

1. Section Editor

2. ITS Systems Analyst

PHYSICAL PROPERTY DEPARTMENT

Assigned persons are as follows:

1. Property Inspector

2. Property Inspector

SERVICE MAINTENANCE DEPARTMENT

Assigned persons are as follows:

Weekends:

1. Head Plumber

2. Plumber on duty

3. Plumber(s) on Duty

LIBRARY

Assigned persons are as follows:

1. Library Operations Supervisor

2. Library Operations Assistant

INSTRUCTIONS FOR CHECKING GOLDEN RAIN FOUNDATION FACILITIES AFTER A DISASTER

RECREATION DEPARTMENT

Clubhouses 1, 2, 3, & 4

Assigned persons are as follows:

1. Custodian on Duty
2. Custodian on Duty

Clubhouse 6

1. Exercise Room Attendant
2. Custodian on Duty

Golf Course

1. Golf Starter on Duty
2. Pool Attendant

Swimming Pool

1. Pool Attendant
2. Golf Starter on Duty

SECURITY OFFICE – MAIN GATE

Assigned persons are as follows:

1. Security Manager
2. Watch Commander

TRANSPORTATION:

The Transportation Department will play a vital role in an emergency by assisting with evacuation.

The buses will be deployed to provide conveyance as needed within Leisure World, as directed by the Safety/Emergency Coordinator or other authority. All buses shall have a GRF radio, a first aid kit and a fire extinguisher.

GRF drivers currently operate on Channel Three. After a disaster has occurred, he/she should only monitor Channel Three and wait for Security to conduct a roll call and stand-by for directions from the Security Department. Bus drivers should not monitor or transmit on other radio channels unless they are asked to do so by the Security dispatcher. Bus drivers will finish their routes unless they have injured persons.

Off-duty drivers are encouraged to report to the Incident Command Center (Security-Main Gate) to see if they will be needed. They should identify themselves and standby for instructions. Due to the possibility of working an extended shift, it is recommended that you bring a healthy supply of food, snacks and water.

Sub-Command Post Assignments:

Clubhouse One
Clubhouse Two
Clubhouse Three
Clubhouse Four

Assigned Driver – A Bus
Assigned Driver – B Bus
Assigned Driver – C Bus
Assigned Driver - D Bus

DAMAGED ASSESSMENT SURVEY

Each Department Manager has assigned two persons to check all of the offices under his/her supervision. A report of any injuries and/or damage to buildings or equipment is to be reported by the two assigned persons. Results of inspection are to be completed and forwarded to the Emergency Operations Center.

Date: _____ Department: _____

Facility: _____ Address: _____

(Please check one)	Yes	No	Notes:
Are all employees accounted for?	_____	_____	_____
Persons injured? How many?	_____	_____	_____
Structural damage?	_____	_____	_____
Phone lines operational?	_____	_____	_____
Electrical power?	_____	_____	_____
Smoke or fire? Where?	_____	_____	_____
Smell of gas or chemical? Where?	_____	_____	_____
Obstructions or hazards in building?	_____	_____	_____
Suspicious activity or persons?	_____	_____	_____

Additional comments: _____

Inspection conducted by: _____ Time: _____

If immediate assistance is needed and telephones are working, call:

911
375 or 377
430-4948

Emergency
Security
Health Care Assessment Nurse

If you have a mobile radio, call the Security Department (Dispatch) on channel one; or call the Maintenance Department (Unit 20) on channel two.

SECTION 5

EMERGENCY COMMUNICATIONS

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EMERGENCY COMMUNICATIONS

The purpose of this section is to provide directions for notifying responsible personnel in the event of an emergency. If an emergency occurs during regular working hours and the telephone system is operational, residents should contact the appropriate agency to respond. Leisure World staff will work with the City of Seal Beach in providing a quick and adequate response to the emergency.

AFTER HOURS COMMUNICATIONS SYSTEM

In the event of an emergency occurring after hours, the On-Duty Watch Commander shall be the Incident Commander. The On-Duty Watch Commander will initiate a response to the emergency with the available staff on hand, obtain any available information pertaining to the emergency and notify the Golden Rain Management Staff of the conditions.

Should the emergency require additional personnel not on duty, the Incident Commander shall have the authority to contact the Golden Rain Foundation personnel listed on the **AFTER HOURS EMERGENCY PHONE LIST**. The Incident Commander should verify if the personnel will be able to respond and request an estimated time of arrival.

In the event that personnel on this list are unable to respond, the Incident Commander may activate the Emergency Operations Center (EOC). The Incident Commander shall notify the President of the GRF Board who will act as the Resident EOC Director. The Incident Commander and the Resident EOC Director shall determine the level of response necessary to deal with the situation.

LACK OF TELEPHONE SYSTEMS

If the telephone systems within the Leisure World community should fail after any emergency, the Leisure World Radio Team will be available to assist the Security Department with communications via radio. The Radio Operator in command of EOC Radio room will respond to Security Department Main Gate and check in with the Incident Commander via radio. They will then be dispatched to their sub-command posts to transmit developing information to the EOC. The Leisure World Security Department has the ability to communicate with the City of Seal Beach Police Department through the use of a radio installed at the Exit Gate. The radio operators will tune in to the Seal Beach Radio Amateur Civil Emergency Service (RACES) frequency and transmit vital information to the Seal Beach Police Department. The Seal Beach Police Department will then request the appropriate agency to respond (Fire, Public Works, or Haz-Mat).

The Golden Rain Foundation will follow the Incident Command System as part of the Standardized Emergency Management System (**SEMS**). In addition, the Golden Rain Foundation will update the E.O.C. procedures by implementing the new National Incident Management System (**NIMS**) procedures into the Disaster Manual.

Note: **AFTER HOURS EMERGENCY PHONE LIST**: is available to all GRF Dept's Please contact the Safety and Emergency Coordinator at 562/431-6586 ext. 356 for a copy.

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SECTION 6

STREET GUIDE MAP

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STREET GUIDE OF SEAL BEACH LEISURE WORLD



ALD	Alderwood	3,4	GLN	Glenview	12	PEL	Pelham	5,6
ANN	Annandale	1	GLD	GoldenRain	2,3,4,5,14	PWK	Prestwick	7
BRO	Brookline	9	HOM	Homewood	5	SEA	Seaview	10
BUR	Burning Tree	1	INT	Interlachen	10,11,12	SHA	Shawnee	11
CAN	Canoe Brook	3	KEN	Kenwood	7	SKO	Skokie	3,4
CED	Cedar Crest	5	KNO	Knollwood	4	SOU	Southport	7,8
CHU	Church	1	MAY	Mayfield	6	STA	St. Andrews	1,5,6,7, 10,12,14
DAN	Danbury	6	MED	Medinac	5	STJ	St. John	15,16
DEL	Del Monte	11,12,14, 15,16,17	MER	Merion	2	SUN	Sunningdale	14
ELD	El Dorado	2,3,4,8,9	MCK	Mc Kinney	15	SCI	Scioto	9
			MON	Monterey	2	TAM	Tam O'Shanter	12,14
FRFN	Fairfield North	7,8	NAS	Nassau	9	TWN	Twin Hills	12
FRFS	Fairfield South	6	NOR	Northwood	7,8,9,10,11	TBD	Thunderbird	1,2
FOX	Foxburg	9	OKH	Oak Hills	9	WEE	Weeburn	3,4
FM	Fresh Meadow	3	OKM	Oakmont	4,6,7,8	WEN	Wentworth	5

GOLDEN RAIN COMMUNITY FACILITIES ADDRESS LIST

ADMINISTRATION BUILDING	13531 ST. ANDREWS DRIVE
AMPHITHEATER	13521 ST. ANDREWS DRIVE
CLUBHOUSE #1	1880 GOLDEN RAIN ROAD
CLUBHOUSE #2	13681 EL DORADO DRIVE
CLUBHOUSE #3	1421 NORTHWOOD DRIVE
CLUBHOUSE #4	1419 NORTHWOOD ROAD
BUILDING #5	1661-C GOLDEN RAIN ROAD
CLUBHOUSE #6	1661-E GOLDEN RAIN ROAD
HEALTH CARE CENTER	1661 GOLDEN RAIN ROAD
L.W. POST OFFICE	13580 ST. ANDREWS
MAINTENANCE YARD	1280 GOLDEN RAIN ROAD
PHARMACY	1661-B GOLDEN RAIN ROAD
POOL FACILITY	13580 ST. ANDREWS DRIVE
RESALES REAL ESTATE OFFICE	1901 GOLDEN RAIN ROAD
SEAL BEACH POST OFFICE	2929 WESTMINISTER
GATES & PATROL MAIN GATE	13533 SEAL BEACH BLVD.

SECTION 7

HAZARDOUS MATERIALS (HAZMAT)

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HAZARDOUS MATERIAL EMERGENCIES (HAZMAT)

In the event a Hazardous Material Emergencies (HAZMAT) occurs in the vicinity of Leisure World, it may become necessary to evacuate employees to a safe location in order to avoid injury or contamination from toxic fumes or chemicals. It is important that you follow **ALL** instructions provided by the police and fire agencies. The City of Seal Beach may use the Reverse 911 Community Notification System also known as alertOC to contact residents via telephone and provide them with a recorded message. The message may have information on the hazardous material emergency and directions to the nearest shelter facility.

EXTREME CAUTION MUST BE USED IN A HAZMAT EMERGENCY

Examples of hazardous material emergencies include the accidental release of a toxic gas, a chemical spill as a result of a vehicle accident, fumes from a nearby industrial fire or the release of a biological agent. Even the accidental mixture of kitchen cleaning supplies can create a hazard. These types of emergencies may cause serious physical injuries and/or damage to our environment.

Employees should immediately report any suspicious odors and or suspicious substances to the Security Department. Employees should minimize their exposure by staying indoors and preventing any contact with hazardous materials. Please remember that chemical fumes may be carried by the wind, so make an effort to stay on the "upwind" side of a hazardous material emergency.

When the Security Department receives a report of a possible hazardous materials incident, the On-Duty Watch Commander will notify the Orange County Fire Authority. The Fire Authority has the proper protective and detection equipment to determine if the substance is dangerous. The Security Department Officers are **NOT** to respond to the location of a hazmat emergency, but may assist in securing the outer perimeter (safe zone) as determined by the Orange County Fire Authority.

IMPORTANT PHONE NUMBERS

OC Health Care Agency Environ Health: (714) 433-6000

California Poison Control System: (800) 222-1222

Orange County Household Hazardous Waste Hotline: (714) 834-6752

HAZARDOUS MATERIAL EMERGENCIES (HAZMAT) EVACUATION PLAN

If an evacuation is required, the shelter sites will depend on the location of the hazardous material emergency, the time of day, current weather conditions and the wind direction. Here are some general recommendations for employees.

1. INCIDENT OCCURS ON THE NORTH SIDE OF THE FREEWAY

a) **ACTION: Employees should evacuate to Clubhouse Two (Clubhouses Three and Four may not be safe.)**

2. INCIDENT OCCURS ON THE EAST SIDE BORDERED BY SEAL BEACH BOULEVARD

a) **ACTION: Employees should evacuate to Clubhouse Two or the Amphitheater area.**

3. INCIDENT OCCURS ON THE SOUTH SIDE ALONG WESTMINSTER BOULEVARD

a) **ACTION: Employees should evacuate to the Amphitheater or Clubhouse One, Two or Four.**



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: PAYROLL AND HRIS
DATE: OCTOBER 13, 2017
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

The current payroll and Human Resources Information System (HRIS) being utilized by the GRF is being phased out by our provider, Paychex. They have informed us that we would need to convert to their new platform in order to continue using them as a provider. This conversion would not result in any increase to our payroll processing charges, but would entail a great deal of time from GRF Finance and HR staff to complete the conversion successfully.

As staff had already identified some key areas in our payroll and HRIS that could be improved and our current system had not been reviewed in over 4 years, we felt it was prudent to review other options for these systems.

In addition to reviewing the new system from Paychex, we also reviewed systems from two of the leading payroll and HRIS providers, ADP and Paylocity.

Both the ADP and Paylocity systems showed a distinct advantage over our current system, with a common database for all modules of the program, and increased capabilities for reporting.

We received quotes from ADP and Paylocity for the bi-weekly processing fees and the conversion fees associated with their systems. Below is a very brief summary of the cost and benefits for each of the systems we reviewed:

<u>PROVIDER</u>	<u>ANNUALIZED PROCESSING CHARGES</u>	<u>ONE-TIME CONVERSION</u>	<u>NOTES</u>
Paychex	\$ 42,210.00	\$ -	No enhancements to reporting. Databases for Payroll and HR are separate.
ADP	\$ 41,345.00	\$ 2,900.00	Includes access to ADP client salary data, eliminating the need to pay for salary surveys. Also includes 37 hours of Business Consulting to analyze GRF needs and align with ADP system features.
Paylocity	\$ 40,158.00	\$ 5,913.00	Enhanced reporting and single database.

Even though the annual cost for the Paylocity system was slightly lower than ADP, the additional features, especially the ability to obtain salary survey data without paying additional fees, and the fact that it would be easier to find employees with experience in using the ADP system since it is the largest provider in the country, outweighs the slight cost advantage of Paylocity.

Based on the total value to the organization, we are recommending the GRF convert its Payroll and HRIS to ADP with the first live payroll to be processed in January of 2018.

Committee Action

That the Executive Committee approve the proposal to convert our payroll and HRIS system from Paychex to ADP with the first live payroll of 2018.

GOLDEN RAIN OPERATIONS**ORGANIZATION OF THE BOARD****AMEND****Election of Officers**

The Board shall conduct an open session, for the purpose of an organizational meeting, immediately following the Annual Meeting for the purpose of electing officers. The election of officers shall be in accordance with Robert's Rules of Order. A quorum of the Board must be present for the election of officers. The election to an officer's position shall be for a one-year term; however, the Board may change the officers anytime throughout the year. Only directors present at the meeting are eligible to be elected as an officer of the Board.

If the current President is a candidate for that office, the chair will be turned over to the Executive Director or his representative until a new President is elected.

The chair shall call for nominations for each office in the following order: President, Vice President, Corporate Secretary, and Treasurer.

Nominations should not be seconded. After nominations have been received, the chair shall call up to three times for additional nominations. If there are none, the chair will declare the nominations closed.

In uncontested elections, the chair will declare the nominated person elected. Where two or more candidates are nominated for an office, the vote will be by secret written ballot utilizing a procedure to maintain confidentiality.

The winning candidate must receive a majority of the votes cast. The written ballots will be counted by ~~the recording secretary and a second staff member~~ or the Inspector of Elections. A member of the audience will be asked to volunteer as an observer to witness the counting of ballots. The ~~recording secretary~~ **Inspector of Elections** will **announce** ~~inform the chair of~~ the results.

If there are more than two candidates and no one receives a majority vote of the attending Directors, the candidate receiving the fewest votes shall be eliminated and balloting shall continue until one candidate receives a majority vote.

The ~~chair~~ **Inspector of Elections** will announce name of the winning candidate and the vote count (if requested **by a candidate**).

Policy

Adopted: 12 Jul 94
 Amended: 15 Jul 97
 Amended: 16 Mar 99
 Amended: 19 Apr 11
 Amended: 26 May 15
 (Feb 16)

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

AMEND

Election of Officers

Amended: 23 Feb 16

(Feb 16)

GOLDEN RAIN OPERATIONS**Real Property Acreage**1. TRUST PROPERTY:

<u>Lot #</u>	<u>Description</u>	<u>Acreage</u>
95-641-03	Proposed Well Site	0.09
95-641-04	Clubhouse 1 & Picnic Area	1.85
95-651-03	Maintenance Yard Alley (side by channel)	0.09
95-651-04	Maintenance Yard	0.68
95-651-14	Amphitheater & Clubhouse 6 total area	7.65
95-681-15	Small Lot (between bldg. 200 & 203 Mutual 8 area)	0.21
95-651-20	Westminster-Drainage Ditch	0.50
95-651-21	Westminster-Railway & Purchasing Dock	2.17
95-661-01	Candlebrook Alley (Alan's Alley) Parking	0.72
95-661-20	Clubhouse 2 & Car Wash	1.50
95-671-29	Clubhouse 3	2.03
95-671-30	Clubhouse 4 NuVision Credit Union	3.59
95-671-32	Triangle at Library	0.07
95-671-33	Library Building & Supervision Office	0.75
95-681-25	Caltrans Lot (Mini-Farms)	1.84
95-691-05	RV Lot	5.51
95-781-18	Golf Course & Swimming Pool	<u>7.95</u>
	Total Acreage	37.20

2. CHURCHES INSIDE THE WALLS:

Holy Family Roman Catholic Church	Land Donated
Leisure World Community Church	Land Donated
Redeemer Lutheran Church of Leisure World	Land Purchased

3. NON-TRUST BUILDINGS ON TRUST PROPERTY:

A	Post Office
B	Nu-Vision Building

GOLDEN RAIN OPERATIONS**Real Property Acreage**4. TRUST STREETS:

<u>Name</u>	<u>Acreage</u>	<u>Name</u>	<u>Acreage</u>
Alderwood	0.94	Monterey Road	1.68
Annandale	1.36	Nassau	1.40
Brookline (Includes Exmoore)	0.37	Northwood	3.13
Burning Tree	0.46	Oak Hills	0.76
Canoe Brook	1.20	Oakmont	1.65
Cedar Crest	0.53	Pelham	1.00
Church Place	0.61	Prestwick	0.17
Danbury Lane	0.22	Sea View (Includes Braeburn)	0.64
Del Monte	4.05	Shawnee	0.23
El Dorado	4.65	Skokie	0.23
Fairfield (North & South)	1.21	Southport	0.23
Foxburg	0.61	St. Andrews Drive	9.65
Fresh Meadow	0.35	St. Johns	0.79
Glenview (Includes Haylake)	0.55	Sunningdale	0.78
*Golden Rain Road	13.04	Scioto	0.23
Homewood	0.27	Tam O'Shanter	0.39
Interlachen	1.48	Twin Hills	0.36
Kenwood	0.23	Thunderbird	1.81
Knollwood	0.38	Weeburn	0.27
Mayfield	0.31	Wentworth	0.19
Medinac	0.21		
Merion Way	1.41		
McKinney Way	0.55		
		Total Acreage	60.58

*This includes Resales Office Site & Main Gate/Globe Site.

GOLDEN RAIN OPERATIONS**Real Property Acreage**

5. MUTUAL PROPERTY (Grant Deeds conveyed to Mutuals by GRF in exchange for money):

Mutual No. One	52.91
Mutual No. Two	58.01
Mutual No. Three	25.18
Mutual No. Four	24.75
Mutual No. Five	30.52
Mutual No. Six	26.02
Mutual No. Seven	27.36
Mutual No. Eight	24.85
Mutual No. Nine	27.62
Mutual No. Ten	18.21
Mutual No. Eleven	22.92
Mutual No. Twelve	30.77
Mutual No. Fourteen	22.67
Mutual No. Fifteen	35.48
Mutual No. Sixteen	4.96
Mutual No. Seventeen	<u>4.93</u>
Total Acreage	437.16

6. TOTAL ACREAGE:

TRUST PROPERTY	(Deeds held by GRF in Trust)	37.20
TRUST STREETS	(Land excepted from Grant Deeds to Mutuals)	60.58
MUTUAL PROPERTY	(Grant Deeds from GRF)	<u>437.16</u>
		534.94

Policy
 Adopted: 21 May 72
 Revised: 13 Jun 73
 Revised: 05 Feb 76
 Revised: 30 Sep 81
 Revised: 01 Oct 92
 Revised: 21 May 96
 Revised: 31 Jul 09

GOLDEN RAIN FOUNDATION
Seal Beach, California

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GOLDEN RAIN OPERATIONS

Election Procedures

The following will be in effect for the election of directors to the Golden Rain Foundation (GRF) Board of Directors (BOD):

1. Elections

a. Annual Election

The election of directors for odd-numbered Mutuals will occur during odd-numbered years and the election of directors for even-numbered Mutuals will occur during even-numbered years. Each director shall serve a two-year term.

- 1) One (1) director will be elected from each Mutual except for Mutuals One (1) and Two (2) where there will be two (2) Directors.

b. Special Elections

Upon the occurrence of a vacancy on the BOD representing an odd- or even-numbered Mutuals, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

2. Voting

a. Qualification for Voting

Members may vote only by using the mail-in secret ballot. Members may cast one (1) vote, except on the ballots of Mutuals One (1) and Two (2), members may cast two (2) votes, but they may not be cast cumulatively. Members may obtain replacement ballots by contacting the Inspector of Elections.

b. Cumulative Voting

There is no provision in the GRF By-Laws for cumulative voting, i.e., stacking votes for one candidate.

3. Candidates

a. Candidate Eligibility and Qualifications

All members of the GRF "in good standing" are eligible to run for election to the BOD representing the Mutual in which they reside. "In good standing" is defined as a member who is no more than 30 days in arrears of his or her carrying charge to the Mutual, or in arrears in any fine or fee set forth in the By-Laws.

GOLDEN RAIN OPERATIONS

Election Procedures

The Corporate Secretary is authorized to determine the qualifications of a Director, pursuant to the terms of the GRF By-Laws.

b. Candidate Application Materials

Candidates shall turn in the following materials prior to the deadline set by the GRF.

- 1) Application for Candidacy as a GRF Director
- 2) Candidate Eligibility Disclaimer (set forth below)
- 3) Candidate Statement (set forth below)

At the time of turning in candidate materials, candidates must present current photo identification. Candidates will receive a receipt for their application.

c. Candidate Eligibility Disclaimer

Refer to GRF by-laws, Article Six, Section 1. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors.

d. Candidate Statement

Prior to the deadline established by the GRF, each candidate shall submit a Statement containing up to 300 words (no less than 12 point type, single sided). The statement shall be mailed with the ballot.

- 1) The statement shall contain the candidate's background, qualifications and Platform, and shall not contain any disparaging or defamatory content.

e. Notification of Nominations for Election of Directors

The GRF shall place a notice in the *Community newspaper* not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the Mutual in which they reside. The notice shall be published in the *Community newspaper* every week thereafter until the election counting meeting is held.

f. Self-Nomination by Members

Members who wish to nominate themselves as a candidate for election to the BOD must do so in writing to the Stock Transfer Office not more than ninety (90) days or less than sixty (60) days prior to the election counting meeting.

GOLDEN RAIN OPERATIONS

Election Procedures

- 1) All candidates shall be provided candidate instructions upon submitting their name for nomination.
- g. A Mutual BOD may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual BOD or nominating committee will be given candidate instructions by the Stock Transfer Office.
- h. Nominations from the floor
Nominations from the floor are prohibited.
- i. Campaign Cycle
The campaign cycle shall begin mid-April and end mid-May.
- j. Equal Access to GRF Media
 - 1) Candidates and other members advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the GRF's website (LWSB website) during the campaign cycle as follows:
 - A) Submissions shall be posted on the election bulletin board on the LWSB website during the campaign cycle.
 - B) Submissions shall be limited to 300 words, and shall not contain disparaging or defamatory content.
 - C) One submission shall be accepted from each candidate for posting on the LWSB website.
 - 2) Candidates and other members advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the *Community newspaper* at regular advertising rates during the campaign cycle. No other access to the *Community newspaper* will be granted.
 - 3) Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come,

GOLDEN RAIN OPERATIONS**Election Procedures**

first-serve basis.

- 4) In the event that an incumbent director makes any statements or takes any actions, solely in the context of that directors' performance of his/her duties as a director, any and all such statements or actions shall not constitute provision by the GRF of access to its media for campaign purposes.
- 5) In the event that the GRF's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not constitute provision by the GRF to its media for campaign purposes.
- 6) In accordance with Civil Code 5135, no GRF funds shall be used for campaign purposes, except to the extent necessary for the GRF to comply with the duties imposed upon it by law.
- 7) Provision of Mailing Labels

Candidates are entitled to purchase labels for the addresses in their Mutual at a flat rate of \$10 per request, plus \$0.25 per sheet cost which is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department.

- 8) Non-Responsibility for Statements and Actions

Neither GRF or its officers, directors or employees shall be responsible for any claims, damages, injuries, judgments, orders or settlements, including attorney's fees, arising from a candidate's Statement or actions made in connection with an election.

4. Election Meetings

The GRF BOD will convene a special meeting one week prior to the Annual Meeting for the purpose of the Inspector of Election counting secret ballots. All members are welcome to attend the special meeting.

In the case of a special election, the GRF BOD will convene a special meeting approximately thirty (30) days after the ballots are mailed for the purpose of the Inspector of Election counting ballots. All members are welcome to attend the special meeting.

5. Election Process

- a. The Executive Committee shall review and approve the election materials and the election process.

GOLDEN RAIN OPERATIONS

Election Procedures

- b. The GRF shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election, and be accountable for the conduct of the election in accordance with this policy and all applicable codes, By-Laws, and state laws.
- c. During its meeting in February, the Executive Committee of the GRF BOD will recommend that the Board appoint the election services company as its Inspector(s) of Election.
- d. During its meeting in February, the BOD will appoint the election services company as its Inspector of Election.
- e. If the GRF does not contract with a vendor to perform all election services, then the GRF will conduct the election in accordance with this policy and all applicable codes, By-Laws, and state laws. The GRF BOD will appoint in-house Inspector(s) of Election.

6. Election Materials

a. Ballot Packet

The ballot packet will consist only of a mail-in secret ballot, voting instructions, any candidate Statements/resumes, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed no less than thirty (30) days prior to the ballot counting meeting.

b. Secret Ballots Returned By Mail

The mail-in secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation, and must be received before noon on the date established on the ballot.

The mail-in secret ballot is irrevocable once received by the Inspector(s) of the Election.

The Inspectors of Election will open and process, in public view, the mail-in secret ballots on the day of the special meeting held for the purpose of counting ballots as outlined under Section 7.

- 1) If a mail-in secret ballot is compromised or improperly sealed or addressed, or has any identifying marks, it will be invalidated by the Inspector(s) of the Election.

GOLDEN RAIN OPERATIONS

Election Procedures

7. Inspector(s) of the Election

- a. Inspector(s) of the Elections shall perform the following:
 - 1) Determine the number of shareholders entitled to vote and the voting power of each.
 - 2) Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.
 - 3) Prepare and mail to all members in the odd- or even-numbered Mutuals, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate Statements/resumes, voting instructions, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."
 - 4) Receive mail-in secret ballots.
 - 5) Open mail-in secret ballots at the special meeting for the purpose of counting ballots.
 - 6) Count and tabulate all votes.
 - 7) Determine the results of the election.
 - 8) Certify, in writing, that the election was held in accordance with this policy and Section 5110 of the Davis-Stirling Common Interest Development Act (the Act).
 - 9) Consult with the GRF's legal counsel if necessary to fulfill the Inspector(s)' obligations under the law.

8. Observers of the Election

Any candidate or member of the GRF may witness the counting and tabulation of the votes. However, the Inspector(s) of Election may establish reasonable guidelines for candidates and members for the observing of the counting and tabulation of ballots, including guidelines on distance from which observers may stand.

9. Ballot Retention

(May 17)

Page 6 of 7

GOLDEN RAIN OPERATIONS**Election Procedures**

The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 5145 of the Civil Code (twelve months) for challenging the election has expired, at which time custody transferred to the GRF.

After the transfer of the ballots to the GRF, the ballots shall be stored by the GRF in a secure place for no less than one year after the date of the election.

Policy

Adopted: 15 Jun 76
Amended: 20 Aug 96
Amended: 19 Aug 97
Amended: 15 Sept 09
Amended: 15 Feb 11
Amended: 24 Feb 15
Amended: 23 Feb 16
Amended: 27 Dec 16
Reviewed: 12 May 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

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GOLDEN RAIN OPERATIONS

COMMITTEE CHARTER

Executive Committee

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Executive Committee (EC) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

1. COMPOSITION:

The Executive Committee shall consist of the four (4) elected officers of the GRF BOD and the Chairpersons of the Mutual Administration, Physical Property and Recreation Committees. The Vice President shall be Chairperson and preside at all meetings. In the Vice President's absence, the Secretary or Treasurer, in that order, shall preside. (See Policy 5020-30.)

2. PURPOSE:

Oversee the Administration and Human Resources Departments.

3. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Meet with the Executive and HR Directors at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- c. Review monthly budget comparison for cost centers 20, 22, 29, 30 and 55;
- d. Review and approve assignment of department heads;
- e. Review and approve job descriptions;
- f. Review and recommend operating schedules, job standards, uniforms and wage rates to the BOD;
- g. Review and approve the election materials and oversee the election process;
- h. Oversee Director training;
- i. During its meeting in February, the EC will recommend that the Board appoint the election services company as its Inspector(s) of Election;
- j. Conduct a Salary Survey at least every three (3) years;
- k. Hold Executive Sessions concerning personnel or personnel disciplinary actions;
- l. Initial approval and recommendation to the Finance Committee for cost centers 20, 22, 29, 30 and 55, including Capital requests and upcoming Reserve replacements;

(May 17)

GOLDEN RAIN OPERATIONS**COMMITTEE CHARTER****Executive Committee**

- m. Coordinate bids for all personnel related Insurance, benefits and relevant contracts.
- n. Review all contracts under this Committee at least quarterly;
- o. Review policies for cost centers 20, 22, 29, 30 and 55 beginning no later than January and send recommended changes to the BOD no later than May for approval; and
- p. Furnish a report at the GRF Annual meeting.

4. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity except in personnel matters relating to manager positions per Policy 4156-30.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

Policy

Adopted: 24 Jul 67
 Amended: 18 Jul 72
 Amended: 20 May 75
 Amended: 15 Jul 80
 Amended: 14 Jul 81
 Amended: 20 Aug 85
 Amended: 19 Mar 96
 Amended: 15 Jul 97
 Amended: 26 May 15
 Amended: 21 June 16
 Amended: 23 May 17

GOLDEN RAIN FOUNDATION
 Seal Beach, California

(May 17)

Executive Committee

October 13, 2017

Human Resources Report

Budget Variances

As of September 30, 2017



GRF Salaries & Benefits budget variance as of September 30, 2017



<u>Acct#</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$5,531,170.00	\$5,679,250.00	\$148,080.00	Wages lower than budgeted
6101000	Commissions	\$ 25,062.00	\$ 31,500.00	\$ 6,438.00	Change in News Personnel
6140000	Employment Taxes	\$ 463,484.00	\$ 502,546.00	\$ 39,062.00	Lower tax rates and lower wages
6142000	Workers' Compensation	\$ 328,097.00	\$ 390,996.00	\$ 62,899.00	Experience Modification and lower wages
6143000	Group Insurance - Medical	\$ 520,488.00	\$ 595,764.00	\$ 75,276.00	Insurance Renewal lower than budgeted
6144000	401(k) Match	\$ 98,312.00	\$ 105,421.00	\$ 7,109.00	Lower wages
6146000	Long Term Disability Ins	\$ 16,139.00	\$ 24,228.00	\$ 8,089.00	Lower wages and employee turnover
TOTAL EXPLAINED				\$346,953.00	

CC 20 – HR Budget Variance as of September 30, 2017



<u>Acct#</u>	<u>Description</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Budget</u> <u>Variance</u> <u>Explanation</u>
6100000 20	Salaries & Wages - HR	\$ 157,046.00	\$ 155,844.00	\$ (1,202.00) Wages higher than budgeted
6142000 20	Workers' Compensation - HR	\$ 4,310.00	\$ 5,256.00	\$ 946.00 Experience Modification
6143000 20	Group Insurance - Medical - HR	\$ 16,440.00	\$ 21,510.00	\$ 5,070.00 Employee turnover
6210006 20	FSA Administration Fees - HR	\$ 777.00	\$ -	\$ (777.00) New insurance component
6211000 20	Continuing Education - HR	\$ -	\$ 960.00	\$ 960.00 Expenses will be in October/November
6212000 20	Employee Exams - HR	\$ 2,360.00	\$ 225.00	\$ (2,135.00) Higher turnover than expected
6213005 20	Employment Screening - HR	\$ 7,422.00	\$ 5,670.00	\$ (1,752.00) Higher turnover than expected
TOTAL EXPLAINED				\$ 1,110.00

CC 22 – Emergency Preparedness Budget Variance as of September 30, 2017



<u>Acct#</u>	<u>Description</u>		<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Budget</u> <u>Variance</u>	<u>Explanation</u>
6140000 22	Employment Taxes - Emerg Prep	\$	909.00	\$ 1,373.00	\$ 464.00	Lower tax rates
6211000 22	Continuing Educ. - Emergency Prep	\$	380.00	\$ 1,825.00	\$ 1,445.00	Expenses will be in October/November
6410045 22	Emergency Suppl. - Emergency Prep	\$	695.00	\$ 1,350.00	\$ 655.00	Expenses will be in October/November
TOTAL EXPLAINED					\$ 2,564.00	

Safety

1 claim in September – Cut finger
No lost time claims Y-T-D

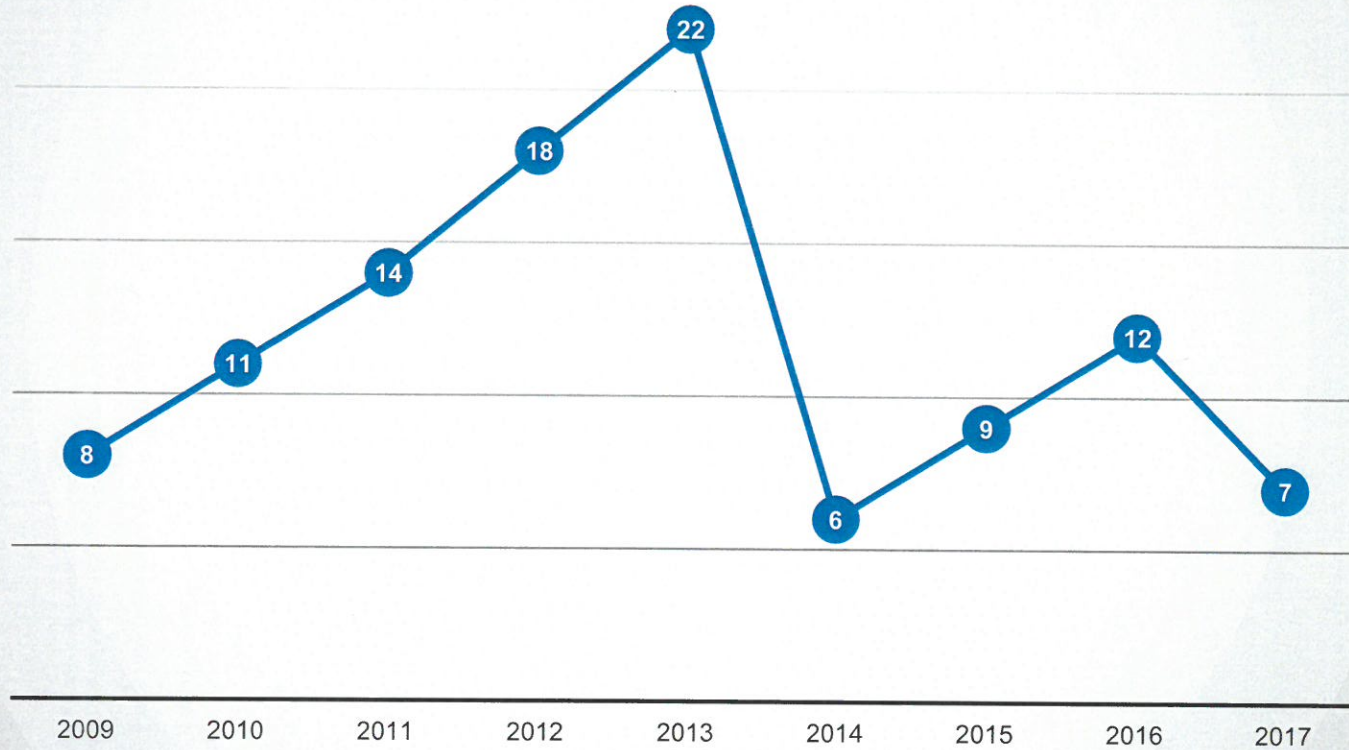


Month	Current Year 2017	2016	2015	2014	2013	2012
January	0	2	0	0	2	0
February	0	0	0	0	1	1
March	1	1	2	0	1	4
April	0	1	2	0	3	2
May	3	0	0	2	1	0
June	0	0	0	1	0	2
July	0	0	1	0	1	2
August	2	1	1	2	4	2
September	1	1	0	1	2	3
October		2	2	0	3	2
November		1	0	0	3	0
December		3	1	0	1	0
Total	7	12	9	6	22	18

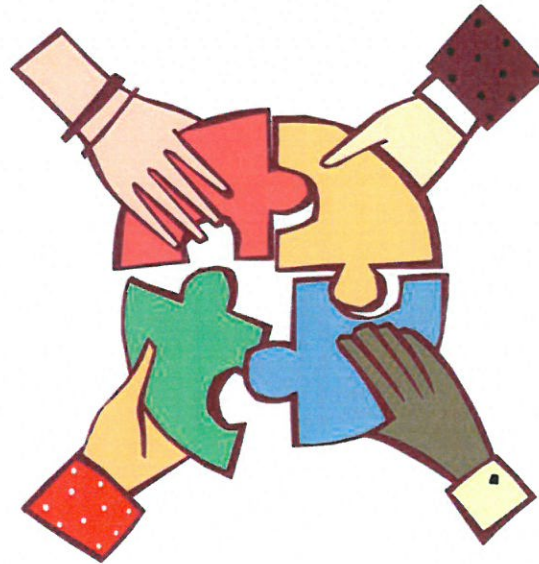
Safety



Number of Claims by Year



Staff Information as of September 30, 2017



Recruiting



Position		Status	Dept.
Security Officers	10 Full-time	Accepting Applications/Interviewing	37 – Security
Bus Drivers	2 Part-time	Interviews in progress	38 – Transportation
Communications & Technology Director	1 Full-time	Accepting Applications	36 - News
Purchasing Assistant	1 Full-time	Accepting Applications	32 - Purchasing
Building Inspector	1 Full-time	Interviews in progress	70 – Physical Property
Plumber	1 Full-time	Interviews in progress	74 – Service Maintenance
Total Openings	16		

Staff Count Summary



Current Staff Count – 237	Hires	Separations	Promotions
September 2017	4	7	0
YTD 2017	54	46	10
2016	48	42	14

Hire and Term Comparison



2017 Data as of 09/30/2017	NEW HIRES		SEPARATIONS	
	2017 To Date	2016 Actual	2017 To Date	2016 Actual
Department				
20 - HUMAN RESOURCES	1		1	
22 - EMERGENCY PREPAREDNESS				
30 -ADMINISTRATION	1			
31 - FINANCE		1		
32 - PURCHASING				
33 - STOCK TRANSFER	3	(included in MAC)	2	(included in MAC)
34 - INFORMATION TECHNOLOGY SVS				
35 - LIBRARY	1	1	2	2
36 - NEWS	1	1	2	
37 - SECURITY	24	25	22	19
38 - TRANSPORTATION	1	7	4	5
40 - RECREATION	2	2		1
46 - GOLF	1		1	
48 - POOL	3	(included in Recreation)	1	(included in Recreation
55 - EXERCISE ROOM		(included in Recreation)		(included in Recreation
70 - PHYSICAL PROPERTY	4	2	2	1
74 -SERVICE MAINTENANCE	10	7	8	8
75 - SERVICE MAINTENANCE-ADMIN	1			
MAC - MUTUAL ADMINISTRATION	1	2		6
GRAND TOTAL	54	48	46	33

Employee Counts by Department

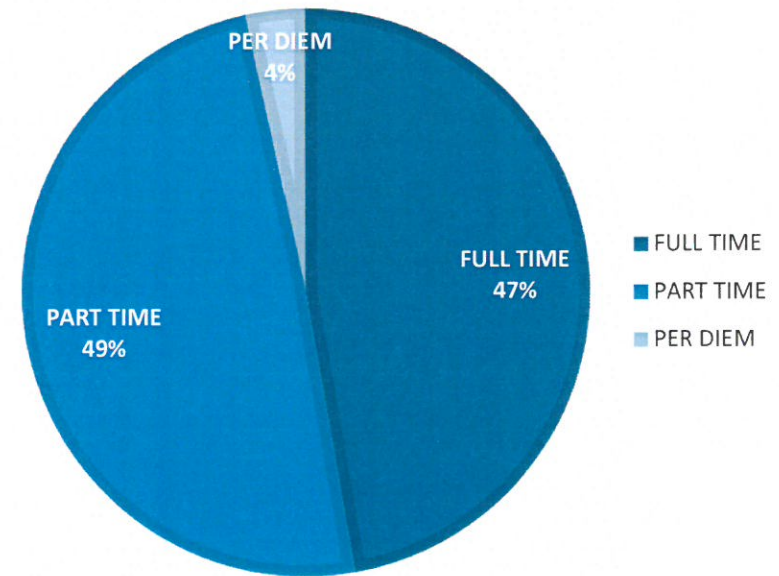


Department	Full-Time		Part-Time Non-Exempt	Per Diem Non-Exempt
	Exempt	Non-Exempt		
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	2	1	1
31 – Finance	4	5	2	0
32 – Purchasing	1	3	0	0
33 – Stock Transfer	1	3	0	1
34 – Information Technology	0	2	0	0
35 – Library	2	1	6	0
36 – News	1	7	0	0
37 – Security	2	6	65	5
38 – Transportation	1	3	22	0
40 – Recreation	2	3	2	0
44 – Copy & Supply	0	2	0	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	5	1
55 – Exercise Room	0	0	6	0
70 – Physical Properties	1	14	1	0
74 – Service Maintenance	2	29	1	0
75 – Service Maintenance-Admin	0	3	1	0
MAC – Mutual Administration	3	4	0	0
Total	23	89	117	8
Total Employee Count	237			34

Employee Count Summary



<i>Employee Type</i>	<i>Count</i>	<i>% of Total</i>
Full-time	112	47.3%
Part-time	117	49.4%
Per Diem	8	3.4%
Total	237	

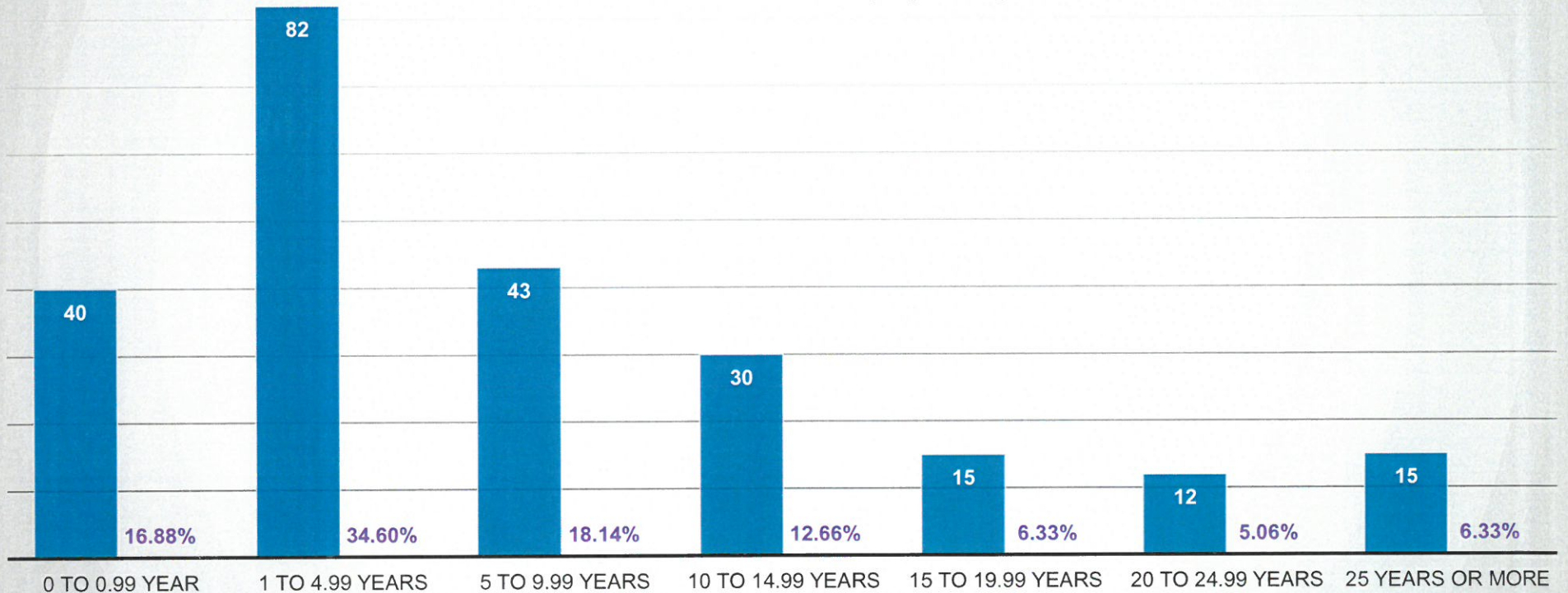


Staff Demographics



Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.0	10.4	5.9	9.4
Average Hourly Rate	\$20.00	\$26.70	\$13.83	\$16.42

Count of Employees by Years of Service



Employee Longevity



Employees with 25 Years or More of Service

44.5 yrs Juan Robledo – Service Maint.	31.1 yrs Edgar Santamaria – Service Maint.
44.0 yrs Ruben Gonzalez – Service Maint.	29.4 yrs Ruth Osborn – News
38.5 yrs Jesus Lopez – Service Maint.	29.0 yrs Richard Stolarz – Service Maint.
37.4 yrs Barry Holland – ITS	28.9 yrs Eila Van Sauter – Transportation
37.0 yrs Mark Weaver – Community Facilities	26.0 yrs David Van Horn – Physical Property
36.5 yrs Grant Winford – Transportation	25.7 yrs Gerald Antisdell – Physical Property
34.3 yrs Cathie Merz – News	25.3 yrs Felix Rac
33.2 yrs Terry De Leon – Recreation	

Part time employees over 28 hours



Dept Name	9/24	9/17	9/10	9/3	8/27	8/20	8/13	8/6	7/30	7/23
Finance	0	0	0	0	0	0	1	0	1	1
Library	1	0	0	1	1	0	0	0	0	0
Security	8	5	8	5	5	8	8	10	13	7
Transportation	1	0	0	0	0	1	0	0	1	1
Service Maintenance	0	0	0	0	0	0	0	0	0	0
TOTAL	10	5	8	6	6	9	9	10	15	9

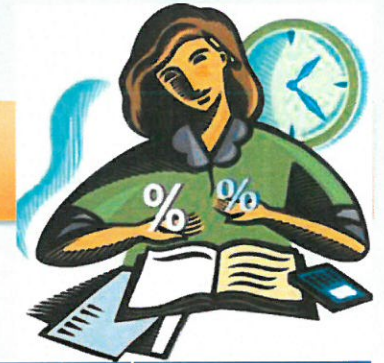
Overtime Detail for September



Prepared by MWKerr 10/02/2017 (Check date 09/29/2017)

Cost Center	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	5.75	0.00	(5.75)	\$260.77	\$0.00	(\$260.77)
22 Emergency Preparedness	0.75	0.00	(0.75)	\$36.45	\$0.00	(\$36.45)
30 Administration	0.50	17.33	16.83	\$15.12	\$519.25	\$504.13
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Stock Transfer	65.25	0.00	(65.25)	\$1,902.55	\$0.00	(\$1,902.55)
34 Information Technology Services	7.25	1.00	(6.25)	\$306.68	\$50.83	(\$255.85)
35 Library	0.00	0.83	0.83	\$0.00	\$23.58	\$23.58
36 News	3.75	20.83	17.08	\$130.51	\$710.50	\$579.99
37 Security	137.25	23.33	(113.92)	\$3,668.96	\$522.50	(\$3,146.46)
38 Transportation	0.00	1.92	1.92	\$0.00	\$38.75	\$38.75
40 Community Facilities	18.25	6.67	(11.58)	\$500.69	\$182.92	(\$317.77)
44 Copy & Supply	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
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	20.50	8.33	(12.17)	\$736.12	\$297.92	(\$438.20)
74 Service Maintenance	273.50	0.00	(273.50)	\$10,204.40	\$0.00	(\$10,204.40)
(Less) Billable to mutuals	(152.50)			(\$6,100.00) Approx.		
75 Service Maintenance	49.50	0.00	(49.50)	\$2,044.15	\$0.00	(\$2,044.15)
MAC Mutual Administration	0.00	4.00	4.00	\$0.00	\$120.67	\$120.67
Totals	429.75	84.25	(345.50)	\$13,706.40	\$2,466.92	(\$11,239.48)

Overtime Variance



There is an *unfavorable* variance of **\$11,239.48** for September and an *unfavorable* variance of **\$58,857.17** for 2017 to date.

Overtime by Month	Total OT Worked	2017 OT Billable Hrs to Mutuals	2017 OT Billable \$ to Mutuals @ \$58.50	2017 Overtime Hours – Less Billable to Mutuals	2017 Overtime Dollars – Less Billable to Mutuals	2016 Overtime Hours – Less Billable to Mutuals	2016 Overtime Dollars – Less Billable to Mutuals
January	272.25	82.25	\$3,207.75	190.00	\$6,494.90	143.00	\$4,499.39
February	341.75	114.50	\$4,580.00	227.25	\$7,631.45	133.00	\$2,606.91
March	499.25	42.25	\$1,690.00	457.00	\$16,152.88	154.50	\$2,318.02
April	235.00	31.50	\$1,260.00	203.50	\$7,136.76	226.25	\$ 374.71
May	221.00	74.25	\$2,970.00	146.75	\$5,006.70	182.00	\$3,517.69
June	261.00	100.00	\$4,000.00	161.00	\$5,039.02	137.50	\$1,918.18
July	358.50	35.75	\$1,430.00	322.75	\$9,999.60	171.00	\$3,801.45
August	286.50	100.75	\$4,030.00	185.75	\$5,785.11	123.50	\$3,001.76
September	582.25	152.50	\$6,100.00	429.75	\$13,706.40	204.50	\$5,458.32
October						107.75	\$2,300.26
November						203.00	\$3,726.86
December						293.75	\$7,702.64

GRF Employee 401(k) Retirement Plan



Total Plan Assets as of 08/31/2017	\$9,561,702.55
2017 Y-T-D Employee Contributions	\$312,960.83
Average Employee Contributions per Month	\$34,773.43
2017 Y-T-D GRF Matching Contributions	\$98,312.36
Average GRF Matching Contributions per Month	\$10,923.60

Gift Log



Available upon request

Anti-Fraud Compliance Hotline

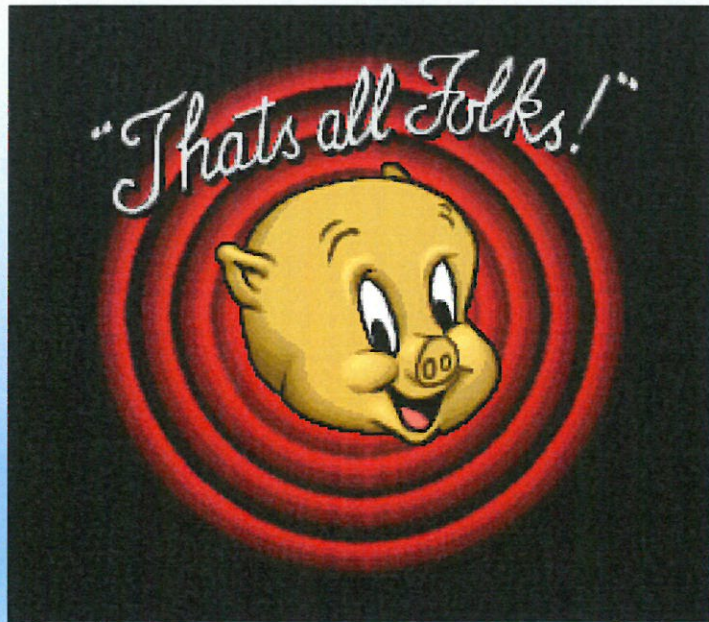


<i>Program Summary</i>	<i># of Reports</i>
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

Executive Committee Report

Compiled by:

Cindy Flynn
Human Resources Director



October 13, 2017

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Cost Centers 29, 30, 55 Budget Comparisons



Cost Center 29 budget variance as of September 30, 2017

Cost Center 29 – Administration Building has a YTD Unfavorable variance of \$1,047

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410005	Building Supplies	(2,419)	Unfavorable - Board workroom remodel
6420100	Electricity	2,142	Favorable - Due to usage
6471000	Building Repair & Mntnc	(1,720)	Unfavorable - Mold and asbestos testing & removal
Total Explained Variances		(1,997)	

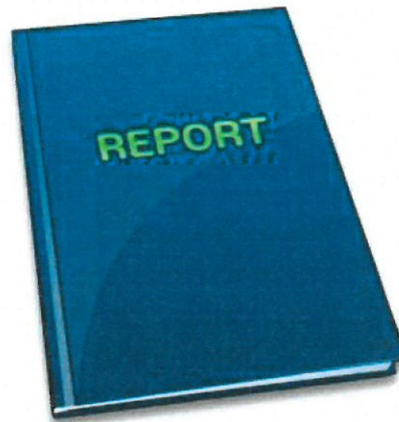
<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	3,144	725	(2,419)
6420100 29	Electricity - Administration Bldg	18,099	20,241	2,142
6425100 29	Natural Gas - Administration Bldg	455	612	157
6471000 29	Building Repair & Maintenance - Administ	4,360	2,640	(1,720)
6477210 29	Pest Control - Administration Bldg	640	810	170
6478000 29	Service Contracts - Administration Bldg	2,436	2,835	399
6484000 29	Permits & Licenses - Administration Bldg	0	225	225
Total Expenses		29,135	28,088	(1,047)



Cost Center 30 budget variance as of September 30, 2017

Cost Center 30 – Administration has a YTD Favorable variance of \$5,970

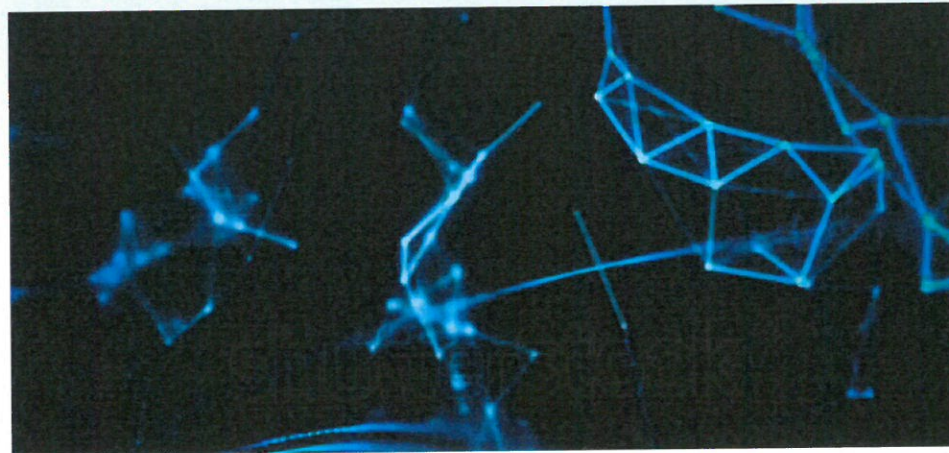
<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6434105	Legal Fees - Litigation	(56,552)	Unfavorable - Legal fees exceed budget
6437100	Reserve Study	25,500	Favorable - Actual cost came in lower than budgeted
6731000	Property & Liability Insurance	35,172	Favorable - Actual cost came in lower than budgeted
Total Explained Variances		<u>4,120</u>	





Cost Center 55 budget variance as of September 30, 2017

Cost Center 55 – Building Five has a YTD Unfavorable variance of \$1,097



<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410020	Equipment Expense	1,238	Favorable - Budget exceeds expense
6420100	Electricity	(2,508)	Unfavorable-Due to usage
6471000	Building Repair & Maintenance	(1,985)	Unfavorable - Recording Sec. Station for Conf. Rm C, LED lighting, Roof leak
6484000	Permits & Licenses	1,025	Favorable - The Elevator permit and Fire Authority permit have not yet been received for payment
5385201	Café Commission Income	922	Favorable-Commissions greater than anticipated
	Total Explained Variances	<u>(1,308)</u>	