



A G E N D A
EXECUTIVE COMMITTEE
Administration Conference Room
Thursday, November 6, 2014 – 1:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chair's Announcements
5. Introduction of Staff
6. Approval of Minutes of the Regular Meeting of October 14, 2014
7. Correspondence
8. Foundation Shareholders/Members Comments (Agenda Items Only)
9. **REPORTS**
 - a. Great Shakeout Report (Eloy Gomez)
 - b. Mutual Administration Director (Carol Weller)
 - c. HR Director (Ruth Smith)
 - d. Executive Director (Randy Ankeny)
10. **UNFINISHED BUSINESS**
 - a. Amend Policy 4292-20, Dress Standards (pg.1)
 - b. Amend Policy 5511-30, Legal Services (pg.4)
 - c. Adopt Form 5511.1-30 – Intent to Contact GRF Attorney at Foundation Expense (pg.6)
11. **NEW BUSINESS**
 - a. Amend Policy 2004 – Staff Communication (pg.7)
 - b. Rescind Policy 2001 – Administrator (pg.10)
 - c. Rescind Policy 2101 – Manager of Administrative Services (pg.11)

****Agenda is Subject to Change****



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- d. Rescind Policy 2201 – Controller (pg.12)
- e. Rescind Policy 2301 – Manager-Community Facilities Department (pg.13)
- f. Rescind Policy 2601 – Manager-Recreation Department (pg.14)
- g. Rescind Policy 2801 – Managing Editor (pg.15)
- h. Approve Parking Tags (pg.16)
- i. Establishment of Mutual Administration Sub-Committee – Discussion Only

12. SUB-COMMITTEE REPORTS

- a. Architecture Design & Review Sub-Committee (Linda Stone)
- b. Emergency Preparedness Sub-Committee (Kathy Rapp)

13. President's Comments

14. Foundation Shareholders/Members Comments

15. Committee Member Comments

16. Executive Session

- a. Personnel Update

17. Adjournment

18. Monthly Meeting: Next monthly meeting will be held on December 9, 2014, at 1:00 p.m., in the Administration Conference Room

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES MANAGER
SUBJECT: AMEND POLICY 4292-20, DRESS STANDARDS
DATE: NOVEMBER 6, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

Policy 4292-20, Dress Standards, sets forth the parameters for the personal appearance for all Golden Rain Foundation employees.

The policy was reviewed to ensure that the dress standards met the professional and safety standards required by the Foundation. The Executive Director recommends the following changes to Policy 4292-20, Dress Standards, to clarify the acceptable standards:

- Specify when uniforms can be worn.
- Detail the type of shoes that are acceptable
- Add sections for hair, fragrances, and jewelry.
- Add that blue jeans and clothing with specific slogans are not acceptable and that approved shorts/skirts/skorts and hats are acceptable only as part of a uniform.
- Add that employees may be sent home if dressed inappropriately without pay and disciplinary action may be taken.
- Add in the request process for religious or medical reasonable accommodations.

Action by the Executive Committee to recommend the Board approve the amendment of Policy 4292-20, Dress Standards, is requested.

PERSONNEL

CONDITIONS OF EMPLOYMENT

Dress Standards

The Foundation's professional atmosphere is maintained, in part, by the image that employees present to our shareholders/members, family members and vendors. In the interest of presenting a professional image to residents/shareholders/members and others with whom we deal, employees are expected to observe good grooming and personal hygiene habits. ~~Uniforms and other clothing~~ Clothing should be neat and clean. If a uniform is not required for the employee's position, employee should dress conservatively and appropriately for the nature of the position, and with attention to personal safety.

In that regard, certain ~~Uniforms~~ -- Foundation employees who serve as inspectors, maintenance, purchasing, security or transportation may be required to wear a uniform as a condition of initial and continued employment. Uniforms are to be worn during the work shift and while traveling to and from the work site only.

Shoes -- Certain designated departments may require employees to wear well-soled, leather shoes which completely enclose the foot. ~~Thongs, sandals~~ Sandals or canvas rubber-soled shoes should not be worn in these areas. In all other areas, shoes must have a closed back or have a strap to ensure a tight fit around the foot for personal safety. Thongs, slippers, or any other type of loose fitting shoes may not be worn at any time.

Hair -- Hair (including mustaches and beards) must be clean, neat, and controlled.

Fragrances -- Recognizing that employees and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, personal fragrant products (fragrances, colognes, lotions, powders and other similar products) that are perceptible to others should not be worn by employees. Other fragrant products (potpourri and similar products) are also not permitted in the workplace.

Jewelry -- Employees may wear jewelry taking into account the safety factors for the position.

Blue jeans are not acceptable for any position unless approved in advance by the Executive Director. Any clothing with slogans of an offensive, political, religious or suggestive nature is NEVER ACCEPTABLE and cannot be worn on the Foundation premises during work hours. Shorts and hats may only be worn as part of a uniform or if approved by the Executive Director and/or Department Head for that position.

PERSONNEL

CONDITIONS OF EMPLOYMENT

Dress Standards

Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. Such employees will not be compensated for the time away from work. Repeated failure to meet the dress standards of the Foundation will result in disciplinary action.

If employees have any questions to what attire is appropriate for their department, the matter should be discussed with the immediate supervisor.

Any employee that has a request for a dress standard accommodation due to religious or medical reasons needs to submit their request in writing to the Human Resources Director. Requests will be reviewed on a case by case basis by the Executive Director and the Human Resources Director. The final decision will be based on the safety of the employee in his/her position, the reasonableness of the request, and the overall impact to the Foundation.

Procedure

Approved: 09 Jan 98
Amended:

**Executive Director
Golden Rain Foundation**

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

REWRITE

Legal Services

It is the policy of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to retain counsel for legal assistance and advice.

1. Obtaining legal counsel:
 - 1.1. The GRF President or a majority of the remaining members of the Executive Committee may authorize in advance, contacts for legal services either by making the contact directly or by authorizing the requesting GRF BOD member to make such contact.
 - 1.2. In addition to section 1.1. above, any three (3) GRF Directors may initiate contact with a Foundation attorney after submitting a completed Intent to Contact GRF Attorney at Foundation Expense form to (see 1.1.). Any time a Foundation attorney is contacted, all members of the BOD will be given timely notice, within three (3) business days. Notice of such contact with a Foundation attorney by any three or more GRF Directors must specify the purpose of the attorney contact in the notice submitted to the full BOD: the subject of such contact will be a topic at the next Executive Session meeting of the BOD. .
2. The GRF Executive Director shall perform the same function for all staff contact for legal services with the following requirement:
 - 2.1 All such Executive Director-initiated contact shall be reported to the GRF BOD at their next scheduled Executive Session meeting. Said report must include a summary of the subject matter and any pending action anticipated to occur.
 - 2.2. The Human Resources Manager shall have the right to initiate legal services from the Foundation's employment/labor attorney. A report must be provided to the members of the Executive Committee in executive session.

(Jan 72)

Draft: Oct 30, 2014

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

REWRITE

Legal Services

- 2.3. The Mutual Administration Manager and/or the Stock Transfer Supervisor shall have the right to request legal services from the Foundation's Stock Transfer oversight attorney to properly safeguard the Foundation in the matter of Shareholder/Owner TRUST processing.
3. Authorization to institute formal legal proceedings is solely the prerogative of the BOD of the GRF.

Policy

Adopted: 18 Jan 72
Amended:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Jan 72)
Draft: Oct 30, 2014

Intent To Contact GRF Attorney At Foundation Expense

Notice is hereby given to the Golden Rain Foundation of the below referenced GRF Directors' intention to contact, per Policy 5511 1.b., the following:

<input type="checkbox"/> Corporate Attorney	<input type="checkbox"/> By Letter	<input type="checkbox"/> By Email
Jeffrey Beaumont, Esq.	21650 Oxnard St. Ste. 1620 Woodland Hills, CA 91367	jbeaumont@bgtlawyers.com

On or before _____,

- Conflict of Interest
- Ethics
- Nonfeasance (is the failure to act where action is required-willfully negligent.)
- Misfeasance (is the willful inappropriate action or intentional incorrect action or advice.)
- Other (specify) _____

A summary of the contact, by the attorney, will be presented to the Board of Directors at the next Executive Session.

Director _____ (print name)	Mutual _____	_____ (signature)
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Director _____ (print name)	Mutual _____	_____ (signature)
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Director _____ (print name)	Mutual _____	_____ (signature)
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Received: _____ (Executive Director/ Executive Coordinator)
(signature)

DISTRIBUTION:

- _____ President _____ Date
- _____ Vice President _____ Date
- Board Executive Session Agenda _____ Date

****OFFICE USE ONLY****

FAXED on _____ (date) Sender's initials _____

ADMINISTRATION

Staff Communication

Purpose: This regulation is intended to act as a guideline for Administrative staff and supervisory personnel in order that communication channels can be maintained in an orderly manner.

A. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HUD)

1. All written communication with HUD by staff will be through the Administrator. The form will be as required by HUD.
2. Oral communication should be limited to department heads, with a notice to any other departments affected.

B. GRF

1. All written communication for consideration by the Board of Directors of the Golden Rain Foundation shall be submitted through the Administrator.
2. Department heads are expected to work with Board committees upon request where the specific matter is appropriate to the department.

C. Mutual Boards

1. All written communication to Mutual Boards that relate to changes in policy matters or procedures shall be submitted through the Administrator.

Exceptions

- a. Regular periodic and special reports should be transmitted directly with information copies furnished to all departments affected.
 - b. Special requests made by Mutual Boards can be handled directly by department heads unless it affects other departments and offices.
2. Conferences requested by individual Boards for specific problems and information should be handled by the department head involved.

(Sept 86)

ADMINISTRATION

Staff Communication

3. Liaison assignments for Mutual councils are:

- | | | |
|-------------------------------|---|------------------------------|
| a. Presidents' Council | - | Administrator |
| b. Treasurers' Group | - | Controller |
| c. Physical Property Council- | | Community Facilities Manager |

D. Interdepartmental

1. All written interdepartmental communication dealing with policy or procedure matters shall be submitted to the Administrator for review prior to distribution.

NOTE: Routine working relationships under existing policies and procedures are not included unless one of the department heads determines that the matter needs review.

2. Informal communications, both written and oral, between all administrative and supervisory staff is to be encouraged in the interest of efficiency where needs of service to the community are involved and where the department head is aware of the working relationship between his staff and staff in other departments and prior approval has been given.

E. Outside Professional

1. Communication regarding legal matters shall be made through the Administrator.
2. Other professional communication shall be handled by the department head responsible for the function.

F. Staff Conferences

1. The Administrator is always available for individual conferences by appointment, and usually is available without appointment.
2. Formal staff meetings will be arranged for by the Administrator upon request of any department head when the subject matter warrants.

(Sept 86)

ADMINISTRATION

Staff Communication (Cont'd.)

3. Suggestions and proposals for changes in policy and procedures that will improve the efficiency of services are solicited from all administrative and supervisory personnel.

Rules

Approved: 20 Feb 70

Revised: 18 Sep 86

**Executive Director
Golden Rain Foundation**

(Retyped 2/2/00 to replace Physical Property Manager with Community Facilities Manager)

(Sept 86)

ADMINISTRATION

RESCIND

Administrator

The Administrator is responsible to the Board of Directors of the Golden Rain Foundation for the execution of Board policies and for the operation of the entire Seal Beach Leisure World.

Duties

The Administrator is required to attend meetings of the Golden Rain Foundation Board of Directors. The Administrator shall attend committee meetings upon request of the chairperson.

He/she is responsible for the functioning of all of the staff departments assigned.

He/she will provide the Board of Directors with necessary reports and services for the assistance of the Board in the performance of its duties.

He/she is responsible to attend or arrange for staff representation at Mutual Board meetings.

He/she will develop budgets for the approval of all Boards with the assistance of the Controller.

He/she will maintain a close working relationship with governmental agencies and other outside organizations.

Policy

Adopted: 17 Oct 72
Amended: 14 Aug 90
Amended: 10 Feb 98 (effective April 1, 1998)

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Aug 90)

ADMINISTRATION**RESCIND****ADMINISTRATIVE SERVICES****Manager of Administrative Services**

The Manager of Administrative Services is the administrative head of the department, and, as such, is responsible to the Administrator for the functioning of all of the staff assigned to his department as shown in the budget.

Duties

The Manager is responsible to the Administrator for all the contractual obligations relating to personnel program, employee insurance programs and related functions.

He is also responsible to the Administrator for carrying out the policies of the Golden Rain Foundation Board in the position classification in the Personnel portion of the manual.

He is responsible to the Administrator for recommending all personnel changes within his department.

He represents the Administrator, upon request, at meetings of Mutual Boards, Presidents' Council and Foundation Committee meetings.

Policy

Adopted: 30 Jun 69

Amended: 21 Oct 86

Amended: 10 Feb 98

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Rev. 2/98 to remove the reference to the management agreement)

(Feb 98)

ADMINISTRATION**RESCIND****FISCAL AND ACCOUNTING SERVICES**Controller

The Controller is the administrative head of the department and, as such, is responsible to the Administrator for the functioning of all the staff assigned to his department, as shown in the budget.

Duties

The Controller is responsible to the Administrator for all of the contractual obligations relating to the financial, fiscal and accounting functions.

He is also responsible to the Administrator for carrying out the policies of the Golden Rain Foundation Board in the areas described in the position classification in the Personnel Manual.

He is responsible to the Administrator for recommending all personnel changes within his department.

He is responsible for maintaining a close working relationship with the Finance Committee of the Golden Rain Board and the Treasurers' Group of the Mutual Boards. He represents the Administrator, upon request, at meetings of the Mutual Boards, Presidents' Council and Foundation Committees.

Policy

Adopted: 16 Dec 69

Amended: 10 Feb 98

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Rev. 2/98 to remove the reference to the management agreement)

(Dec 98)

ADMINISTRATION**RESCIND****PHYSICAL PROPERTY SERVICES****Manager – Community Facilities Department**

The Community Facilities Manager is the administrative head of the department and, as such, is responsible to the Administrator for the functioning of all the staff assigned to his department, as shown in the budget.

Duties

The Community Facilities Manager is responsible to the Administrator for all of the contractual obligations relating to the maintenance of the physical plan of the project.

He is also responsible to the Administrator for carrying out the policies of the Golden Rain Foundation Board in the areas described in the position classification in the Personnel Manual.

He is responsible to the Administrator for recommending all personnel changes within his department.

He is responsible for maintaining a close working relationship with the following groups:

Physical Property Committee
Physical Property Council of the Mutual Boards

Policy

Adopted: 17 Oct 72
Amended: 15 Apr 80
Amended: 10 Feb 98
Amended: 02 Feb 00*

GOLDEN RAIN FOUNDATION
Seal Beach, California

*Physical Property Manager replaced with Community Facilities Manager

(Feb 00)

ADMINISTRATION**RESCIND****RECREATION SERVICES**Manager - Recreation Department

The Community Facilities Manager is the administrative head of the department and, as such, is responsible to the Administrator for the functioning of all the staff assigned to his department, as shown in the budget.

Duties

The Manager is responsible to the Administrator for all of the contractual obligations relating to the recreation facilities and program of the project.

The Manager is also responsible to the Administrator for carrying out the policies of the Golden Rain Foundation Board in the areas described in the position classification in the Personnel Manual.

The Manager is responsible to the Administrator for recommending all personnel changes within his department.

The Manager is responsible for maintaining a close working relationship with the following group:

Recreation Committee

Policy

Adopted: 22 Feb 71

Amended: 10 Feb 98

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Retyped 2/2/00 to replace Community Relations Manager with Community Facilities Manager)

(Feb 98)

ADMINISTRATION**RESCIND****NEWSPAPER SERVICES****Managing Editor**

The Managing Editor is the administrative head of the department and as such is responsible to the Administrator for the functioning of the staff assigned to his department, as shown in the budget.

Duties

The Managing Editor is responsible to the Controller for furnishing the necessary information to accomplish the accounting, payroll, and financial matters related to the operation of the newspaper, subject to the authority of the Administrator.

The Managing Editor is responsible to the Administrator for carrying out the policies of the Golden Rain Foundation Board in the areas described in the position classification in the Personnel Manual.

The Managing Editor is responsible to the Administrator for recommending all personnel changes within the department.

The Managing Editor is responsible for maintaining a close working relationship with the following group:

Publications Committee

Policy

Adopted: 25 Apr 73

Amended: 21 Aug 73

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Position title correction made 06-02-09)

(Aug 73)

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES MANAGER
SUBJECT: PARKING TAGS
DATE: OCTOBER 7, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

Currently, resident staff members do not have a staff member parking pass visible on their vehicle. If a resident staff member is parked in a staff parking space, the Security department does not have a way to quickly know that they are allowed to park in this area. Also, there is a small population of non-resident part-time employees which are only given a temporary parking pass that must be updated every three months which causes additional administrative work. (Vehicle decals have only been given to only full-time non-resident staff members.)

To ensure that all Golden Rain Foundation staff members are parked in the proper location and "Staff" status is visible to the Security department, it is recommended by the Executive Director that all staff members have either a parking decal or a parking tag signifying their "Staff" status visible on their vehicle during work hours. It is further recommended that the Security Department handle all parking passes including passes for new hires, resident staff members, part-time and temporary employees utilizing either the decal or tag system.

To help identify staff quickly, a parking tag system for residents and non-resident part-time staff members can be adopted. The cost for 150 tags printed on both sides is approximately \$486. These can be printed to renew annually or every two years.



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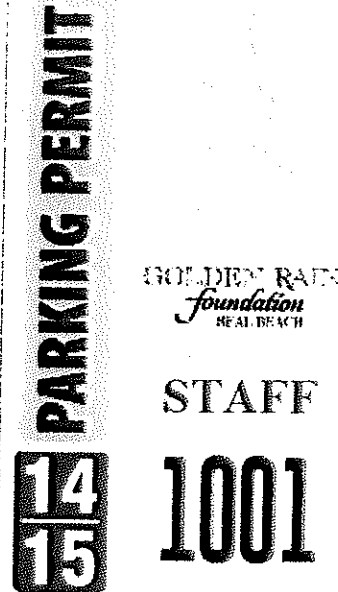
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Home Hang Tags In Stock Stickers Do-It-Yourself Monthly Passes Temporary Permits Handicapped Custom Decals

5" x 3" Plastic ToughTags™ for Student Parking Permits

Select Material and Order Quantity

Select a material and quantity for your permit. For material specs click on ? buttons below. You may take advantage of our Quantity Discount Program. This means that if you order more, you'll get better price.



Price per Tag (10 Tags/Pack)	Ship by date	Best Seller	Thickness	Outdoor Life	Chemical Resistance	Car to Car	Compare Prices at Different Quantities (Prices are per Tag and rounded to nearest hundredth)				
Heavy-Duty							50	100	150	250	
<input checked="" type="radio"/> ToughTag™	2 10-10		32 mil				\$3.39	\$2.55	\$2.25	\$1.45	
Economy							50	100	150	250	
<input type="radio"/> ValueTag™	2 10-10		15 mil				\$2.99	\$2.19	\$2.10	\$1.27	

Order Quantity

Minimum order quantity is 5 Packs. There are 10 Tags per Pack. Subsequent quantity should be a multiple of 1 Pack.

Quantity: Packs (Total: 150 Tags) [Recalculate](#)

ToughTag™ (150 Tags @ 3.25/Tag): \$487.50

Yes I want the back side printed. \$149.10

Price: \$3.244 / Tag

Total Cost: \$486.60

Your Selected Material

Heavy Duty Plastic Permit Tag Material

Features: (2-10)

- This is no "wimpy" tag material! Your graphics are deeply embedded within the heavy duty, 32 mil thickness of these permits. ToughTag™ parking permits stay flat, even in the bake-oven conditions of a car.

- Compare with competitors, which often use a label lamination and use a mere 20 mil thick polyethylene. These permits cannot be picked apart. ToughTags™ establish the quality leadership at the high end of the parking permit market.

- ToughTags™ feels great in the hand. The high gloss finish can be wiped clear and present your organization or school in a professional manner.

- Parking tags can be moved from car-to-car. Our mirror "cut-outs" are designed to fit over a broad range of rear view mirrors. Compare this to permit tags from others that only really work on metal or thin mirror brackets. Our tags loop over easily, but stay in place. They are time-tested on a variety of mirrors, including those of the more recent plastic brackets favored by new car models (over the heavier, all metal brackets).

- For resident and non-resident part-time staff members. (Approximately 120 staff members)
 - Residents – Use only during working hours
 - Non-Resident part-time staff – Use in place of paper pass that needs updating every three months
- Full-time staff members have window decals.
- Approximate cost for the example below. Front and back information.
 - \$3.24 per tag (\$486 for 150 tags)

PARKING PERMIT

14
15

GOLDEN RAIN
Foundation
SEAL BEACH

Staff

0001

Hang from rear view mirror so that this side faces you. This Tag should be properly attached at all times while on the premises.

Be sure to remove when you leave
Golden Rain Foundation

This Tag is Not Transferable

**\$5.00
Replacement Fee**

If Lost or Stolen Report to Security Immediately.