



EXECUTIVE COMMITTEE MINUTES
Friday, March 10, 2017

The meeting of the Executive Committee was held on Friday, March 10, 2017. The meeting was called to order at 1:00 p.m. by Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Ms. L. Stone, Chair	Mr. P. Moore
	Mrs. C. Damoci, President	Ms. K. Rapp
	Mr. P. Hood	Mrs. J. Reed, Corporate Secretary
	Mr. B. Lukoff	

Staff and	Mr. R. Ankeny, Executive Director
Guests:	Ms. C. Flynn, Human Resources Director
	Ms. B. Shuler, Manager of Finance
	Mr. E. Gomez, Safety and Emergency Coordinator
	Mrs. D. Bennett, Recording Secretary
	Mrs. L. Perrotti, GRF Representative, Mutual One
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. S. Hopewell, GRF Representative, Mutual Six
	Mrs. H. Tran, GRF Representative, Mutual Fifteen
	One 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 April.

CHAIR'S ANNOUNCEMENTS

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

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

APPROVAL OF COMMITTEE MINUTES

The minutes of February 10, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/member spoke on agenda topics.

CORRESPONDENCE

One item of correspondence was received by the Executive Committee. The Committee reviewed the correspondence and concurred to send a letter of acknowledgement.

ELECTION UPDATE

The Executive Director provided an election update.

OLD BUSINESS

By-laws

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

Parking Specialist Job Description

The agenda item was discussed under New Business, 8.b.

NEW BUSINESS

Service Maintenance Wage Structure

Ms. Rapp MOVED, seconded by Mr. Lukoff and carried unanimously by the Committee –

TO accept the job description, Service Maintenance Supervisor, 3399.7.

Ms. Rapp MOVED, seconded by Mr. Lukoff and carried unanimously by the Committee –

TO recommend the Golden Rain Foundation Board of Directors accept the Service Maintenance Department salary wage structure, as presented.

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

TO recommend the Finance Committee review a \$50,000 non-budgeted salary revision to the Service Maintenance Department budget.

Parking Enforcement FTE

Mrs. Damoci MOVED, seconded by Mr. Moore–

TO recommend the Golden Rain Foundation Board of Directors approve the hire two (2) full-time employees to provide parking enforcement for the Leisure World community, at an estimated annualized cost of \$75,833.

The motion failed with two yes votes (Damoci, Moore)

Mr. Lukoff MOVED, seconded by Mr. Moore-

TO approve to hire Part Time parking enforcement specialists, up to 80 hours per week, at approved rate.

The motion carried with one no vote (Damoci).

Mr. Lukoff MOVED, seconded by Mrs. Damoci and carried unanimously by the Committee-

TO rescind the prior motion.

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

To go into Executive Session.

Mrs. Rapp MOVED, seconded by Mr. Hood and carried unanimously by the Committee-

TO return to open meeting.

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

TO table the agenda topic Parking Enforcement FTE.

Emergency Lighting in Restrooms

The recent power outage on Friday, February 17, 2017 identified an area without emergency lighting – the restrooms in Trust Property buildings.

Mr. Hood MOVED, Mr. Lukoff seconded and carried unanimously by the Committee –

TO recommend the Finance Committee approve the non-budgeted capital funding request, for the purchase of twenty-nine (29) LED two head emergency lights with battery back-up (Exhibit A in agenda packet), at a cost of \$17.99 per unit, including tax, totaling \$562.14, to be installed in Trust Building restrooms, specifically for the Administration Building, Amphitheater, Library, Friends of the Library, Clubhouse Two, Building Five and Clubhouse Six; units to be installed by the Service Maintenance Department (Exhibit B in the agenda packet) for a cost not to exceed \$ 5,750.00, for a total cost of \$6,943.14 (includes a 10% contingency fee).

POLICIES

The Committee concurred to rescind Policies 5505-30, Staff Communications, 5053-30, Guarantor Agreement Form, 2004-30, Staff Communication, 5029-30, Conflict of Interest-Directors and Officers, 1510-30, Dissemination of Information, 5603-30, Executive Sessions, 5100-30 Committee Functions, 5601.01-30, Rules of Order-Motion to Table, 5030-30, Responsibilities, 2005-30, Litigation Statement, 5080-30, Master Plan of Golden Rain Foundation.

Further, the Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property and Policy 2609-30, Foundation Equipment to the Policy Re-write Sub-committee.

SUBCOMMITTEE REPORTS

Emergency Planning Sub-committee

Mr. Gomez presented an update on CERT Training and the installation of the defibrillator units.

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council, reported the activities of the Council.

STAFF REPORTS

Human Resources Director

The Human Resources 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 spoke in Executive Session.

SHAREHOLDER COMMENTS

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

COMMITTEE MEMBERS

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

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

TO go into Executive Session.

Mr. Lukoff MOVED, seconded Ms. Rapp and carried unanimously by the Committee-

TO return to open session.

ADJOURNMENT

The meeting was adjourned 4:24 p.m.



Linda Stone
Chair, Executive Committee
03.10.17/dfb

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE MEETING ON MARCH 10, 2017

ACTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The minutes of February 10, 2017 were approved, as presented;
- The Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property and Policy 2609-30, Foundation Equipment to the Policy Re-write Sub-committee.
- The Committee concurred to rescind Policies 5505-30, Staff Communications, 5053-30, Guarantor Agreement Form, 2004-30, Staff Communication, 5029-30, Conflict of Interest-Directors and Officers, 1510-30, Dissemination of Information, 5603-30, Executive Sessions, 5100-30 Committee Functions, 5601.01-30, Rules of Order-Motion to Table, 5030-30, Responsibilities, 2005-30, Litigation Statement, 5080-30, Master Plan of Golden Rain Foundation

MOTIONS

- **TO** accept the job description, Service Maintenance Supervisor, 3399.7.
- **TO** recommend the GRF BOD accept the service maintenance salary wage structure, as presented.
- **TO** recommend the Finance Committee accept \$50,000 non-budgeted salary budget for Service Maintenance
- **TO** approve the hire PT parking enforcement specialists, up to 80 hours per week, at approved rate.
- **TO** rescind the prior motion.
- **TO** table the agenda topic Parking Enforcement FTE.
- **TO** recommend the Finance Committee approve the non-budgeted capital funding request, for the purchase of twenty-nine (29) LED two head emergency lights with battery back-up (Exhibit A in agenda packet), at a cost of \$17.99 per unit, including tax, totaling \$562.14, to be installed in Trust Building restrooms, specifically for the Administration Building, Amphitheater, Library, Friends of the Library, Clubhouse Two, Building Five and Clubhouse Six; units to be installed by the Service Maintenance Department (Exhibit B in the agenda packet) for a cost not to exceed \$ 5,750.00, for a total cost of \$6,943.14 (includes a 10% contingency fee).