



EXECUTIVE COMMITTEE MINUTES
Tuesday, April 14, 2015

The meeting of the Executive Committee was held on Tuesday, April 14, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance, led by shareholder Patricia Davenport.

ROLL CALL

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

Staff and Mr. R. Ankeny, Executive Director
Guests: Ms. R. Smith, Human Resources Director
 Mrs. C. Weller, Mutual Administration Director
 Ms. C. Knapp, Stock Transfer Supervisor
 Mrs. D. Bennett, Recording Secretary
 Mr. P. Hood, GRF Representative, Mutual Five
 Mr. S. McGuigan, GRF Representative, Mutual Eight
 Mrs. J. Reed, GRF Representative, Mutual Four
 Ms. P. Snowden, GRF Representative, Mutual Two
 Three Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the guests, committee members and staff, and reviewed meeting protocol. The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in May.

The Committee reached consensus to remove agenda item 10. d., Policy Regulating Access to Corporate Records by Directors and to add agenda item 10. o., POS/Credit Cards.

MINUTES

The regular meeting minutes of March 10, 2015 were accepted by the Chair of the Executive Committee, as written.

CORRESPONDENCE

Correspondence directed to the Committee was received from Mrs. Damoci requesting each Committee permit the Policy Rewrite Sub-committee to append the appropriate cost center number to all policies reviewed.

REPORTS

Mutual Administration Director

The Mutual Administration Director presented her report, as attached.

Human Resources Director

The Human Resources Director presented her report, as attached.

Executive Director

The Executive Director requested and received consensus from the Executive Committee to release capital funds to approve two evacuation chairs; \$5,000.00 has been allotted for this purpose in the 2015 Capital Budget.

The Executive Director announced the resignation of the Human Resources Director, Ruth Smith.

City of Seal Beach Centennial Brick Program

As outlined by the Executive Director, it is recommended that the Executive Committee approve to recommend to the GRF Board the use of Trust Property for the purpose of the installation of Centennial commemorative bricks as follows:

1. Total space allocation shall not exceed 1,000 bricks (approximately 220-250 square feet).
2. The City of Seal Beach is to bear the cost of installation (the City has agreed to pay for up to 1,000 square feet of bricks or approximately 4,000 bricks).
3. All bricks must only represent current and/or past Shareholders/members.

Mrs. Winkler MOVED, seconded by Ms. Rapp –

TO recommend the GRF Board permit the use of Trust Property for the purpose of the installation of Centennial commemorative bricks.

One Committee member and the Executive Director spoke on the motion.

The motion was carried with one no vote (Damoci).

Production of Caregiver Passes

Ms. Rapp MOVED, Mrs. Wood seconded -

TO approve the purchase of all the components (including a Dell Color Printer, lanyards, hologram stickers, etc.,) not to exceed \$2,500.00, for the production of caregiver passes.

One Committee Member spoke on the motion.

Ms. Rapp and Mrs. Wood amend their motion and second and carried unanimously-

TO approve the purchase of all the components (including a Dell Color Printer, cloth lanyards, hologram stickers, etc.,) not to exceed \$3,000.00 for the production of caregiver passes.

Architectural Design Review and Sub-committee

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

Emergency Preparedness Sub-committee

The Chair of the Emergency Preparedness Sub-committee presented her report, as attached and noted that there was no meeting in March, 2015.

Mutual Administration Sub-committee

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

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

TO recommend to consult the HUD lawyer regarding how to qualify an emotional support pet, not to exceed \$1,500.00, in order to limit our liability exposure.

SHAREHOLDER/MEMBER COMMENTS

Two shareholder/members spoke on the caregivers pass lanyard and a request for medication.

UNFINISHED BUSINESS

Employee Handbooks

Ms. Stone MOVED, Mrs. Winkler seconded and carried unanimously-

TO recommend to the GRF Board approval of the Employee Handbook.

NEW BUSINESS

Community Tours

Requests are routinely received from various groups wishing to tour the community; their requests are being denied due to a lack of a clear and defined procedure and/or policy. It is requested that the Committee determine the merits of allowing community tours by outside groups.

Five shareholders spoke on the agenda topic.

The Board reached consensus to have the Policy Re-write Sub-committee review a proposed policy regarding community tours.

Policy 5610-30, Participation by Foundation Members

Policy 5610-30, Participation by Foundations Members was updated by the Policy Re-write Sub-committee to reflect civil code number updates, change references to the Golden Rain Foundation to GRF, references to the Board of Directors to BOD and amend the responsibility of Shareholder/member comment cards to a staff member rather than the Deputy Secretary.

Ms. Rapp MOVED, Mr. Moore seconded-

TO recommend the Board of Directors amend Policy 5610-30, Participation by Foundation Members.

Two Committee members and the Executive Director spoke on the motion.

The motion was carried unanimously.

Policy 5604-30, Publication of Minutes

Policy 5604-30, Publication of Minutes, has been updated to reflect current practices.

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

TO recommend the Board of Directors amend Policy 5604-30, Publication of Minutes.

Rescind Regulation 4730 – Corrective Interviews, Rescind Regulation 4270 – Community Rules and Regulations, Regulation 4502.1 – Payroll Computation, Regulation 4350 – Military Leave, Regulation 4321 – Sick Leave Regulation

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

TO rescind Regulation 4730 – Corrective Interviews, Rescind Regulation 4270 – Community Rules and Regulations, Regulation 4502.1 – Payroll Computation, Regulation 4350 – Military Leave, Regulation 4321 – Sick Leave Regulation

Rescind Policy 1330-20, Complaints Concerning Staff

This policy is handled through personnel policies.

Mr. Lukoff MOVED, seconded by Ms. Rapp-

TO recommend the GRF Board rescind Policy 1330-20, Complaints Concerning Staff.

One Committee member and the Human Resources Director spoke on the motion.

The motion was carried unanimously.

Rescind Policy 2161-20, Personnel Department Reports

This policy is redundant or handled through personnel policies.

Ms. Rapp MOVED, seconded by Mrs. Wood-

TO recommend the GRF Board rescind Policy 2161-20, Personnel Department Reports.

Rescind Policy 4130 -20, Jury/Witness Duty

This policy is redundant or handled through personnel policies.

Policy 4130 -20, Jury/Witness Duty

Discussion Item Policy 5090 – Safety and Health Policy

A discussion of the Policy 5090, Safety and Health Policy was undertaken by the Committee. It was the consensus of the Committee that aspects of the policy could lead to additional liability rather than an enhancement of services to the community.

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

TO recommend the GRF Board rescind Policy 5090, Safety and Health Policy.

Amend Policy 4631-20, Service Awards

The amendment to Policy 4631-20, Service Awards, incorporates current practice.

Ms. Rapp MOVED, Mr. Moore seconded, and carried unanimously -

TO recommend the GRF Board amend Policy 4631-20, Service Awards

Amend Policy 4340-20, Leaves of Absence

Policy 4340-20, Leaves of Absence has been expanded to include Federal and State-mandated leaves of absence to be provided to employees.

Ms. Rapp MOVED and Ms. Stone seconded-

TO recommend the GRF Board amend Policy 4340-20, Leaves of Absence

Three Committee members and the Human Resources Director spoke on the motion.

The motion was carried unanimously.

Amend Policy 4330-20, Bereavement Leave

The amendment to Policy 4330-20, Bereavement Leave, extends inclusion of domestic partners and legal guardians.

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

TO recommend the GRF Board amend Policy 4330-20,
Bereavement Leave

Amend Policy 4360-20, Holidays

The amendment updates Policy 4360-20 to concur with the Employee Handbook and current practice.

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

TO recommend the GRF Board amend Policy 4360-20, Holidays

Seven committee members, one shareholder, the Executive Director and the Human Resources Director spoke on the motion.

Amend Policy 4502-20, Pay Provisions

Policy 4502-20, Pay Provisions was amended to update the policy content to

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

TO recommend the GRF Board amend Policy 4502-20, Pay
Provisions

The Committee Chair declared a recess at 3:10 p.m.; the meeting resumed at 3:20 p.m.

Amend Policy 4320-20, Sick Leave

The State of California has granted sick time to part-time employees; it is recommended that the Board approve an allotment of 24 hours of sick time pay for part-time employees.

Ms. Rapp MOVED, Mrs. Wood seconded, and carried unanimously -

TO amend Policy 4320-20, Sick Leave, effective July 1, 2015

Adopt Policy 4322-20, California Sick Leave

California Sick Leave ("Cal Sick Leave") benefits are provided to all employees based on the Healthy Workplaces, Healthy Family Act of 2014.

Ms. Rapp MOVED, Mrs. Wood seconded and carried unanimously -

TO adopt Policy 4322-20, California Sick Leave, effective July 2015
Credit Card Solutions

The Executive Director requested to install a POS/credit card solution in the Distribution office. The service will be evaluated at the end of the year. After general discussion, it was the consensus of the Committee to approve the POS/Credit Card Solution, with a \$10.00 minimum set for the use of a credit or debit card.

Human Resources Manager position description

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

TO add to today's agenda, item 10.p, amendments to the Human Resource Director position description, due to an unexpected resignation.

Mr. Moore MOVED, seconded by Ms. Rapp and carried unanimously-

TO amend the Human Resource Director position description.

Ms. Stone MOVED, seconded by Mrs. Wood and carried unanimously –

TO go into Executive Session at 3:57 p.m.

The Committee returned to the regular session at 4:24 p.m.

The Executive Committee meeting was adjourned at 4:25 p.m.



Carole Damoci
Chair, Executive Committee
/dfb