



**EXECUTIVE COMMITTEE MINUTES**  
**Friday, May 13, 2016**

The meeting of the Executive Committee was held on Friday, May 13, 2016. 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. J. Reed, Corporate Secretary  
                  Mr. B. Lukoff                       Ms. L. Stone, Treasurer  
                  Ms. K. Rapp                         Mrs. R. Winkler

Absent:         Mr. P. Hood

Staff and       Mr. R. Ankeny, Executive Director  
Guests:         Ms. B. Shuler, Finance Manager  
                  Mrs. D. Bennett, Recording Secretary  
                  Mr. R. Stone, GRF Representative, Mutual One  
                  Ms. P. Snowden, GRF Representative, Mutual Two  
                  Mrs. M. Dodero, GRF Representative, Mutual Nine  
                  Mrs. M. Greer, GRF Representative, Mutual Eleven  
                  Mr. P. Moore, GRF Representative, Mutual Seventeen  
                  Three Foundation Members

**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.

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 4<sup>th</sup> 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 at the meeting in July.

## **CHAIR'S ANNOUNCEMENTS**

The Chair introduced the Executive Director, the Finance Manager, the Publications Manager 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.

The Chair recognized that this is the last meeting of the term.

## **APPROVAL OF COMMITTEE MINUTES**

The minutes of April 8, 2016 were approved, as corrected.

## **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

Four shareholder/members spoke on agenda topics.

## **UNFINISHED BUSINESS**

### By-laws

The Executive Director advised that corporate counsel intends to provide the Executive Committee with his findings and recommendations regarding amendments to the by-laws in several weeks.

## **NEW BUSINESS**

### Amend Position Descriptions

#### **Director of Finance Position Description**

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

**TO** amend the Director of Finance Position Description.

## **Trust Properties, Building and Services Inspector**

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

**TO** recommend the GRF BOD adopt new position Trust Properties, Building and Services Inspector, at Pay Grade level 21 and approve the cost for filling this position at an amount not to exceed \$40,000 for base wages.

## **POLICIES**

### **5110-30, Executive Committee**

The Committee reached consensus to amend Policy 5110-30, Executive Committee charter and return to the Committee Charter Ad Hoc Committee.

### **Rescind 4000 Series Policies**

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

**TO** rescind the following 4000 Series Policies that are redundant and covered by procedures in the Employee Handbook:

- 4001 Application of Personnel Policy
- 4100 Equal Employment Opportunity
- 4101 General Personnel Policy Statement
- 4102 General Immigration Policy Statement
- 4104 Policy against Harassment
- 4110 Employee Status
- 4120 Employee Classifications
- 4150 Limitations on Employment
- 4151 Limitations on Employment – Interpretation (Procedure)
- 4152 Moonlighting (Performance of Privately Contracted Work
- 4157 Non-Fraternization
- 4160 Conflict of Interest – Employees
- 4162 Gift Disclosure
- 4181 Chemical Substance Abuse
- 4181.1 Chemical Substance Abuse Procedure (and Acknowledgement Form) (Regulation)
- 4182 Standards of Conduct
- 4183 Smoking Policy
- 4184 Solicitation
- 4185 Employee Personnel Records (Regulation)
- 4186 Electronic Communications
- 4210 Hours of Work Schedules
- 4211 Hours of Work (Regulation)

4211.1 Breaks and Meal Periods  
4212 Time Cards (Regulation)  
4220 Notice of Absence (Regulation)  
4280 Relations between Staff and Residents (Regulation)  
4310 Vacations  
4311 Vacation (Procedure)  
4320 Sick Leave  
4322 California Sick Leave Program  
4323 Payments with Disability or Workers' Compensation  
(Regulation)  
4330 Bereavement Leave  
4340 Leave of Absence  
4341 Personal Leave of Absence (Regulation)  
4342 Disability Leave of Absence (Regulation)  
4343 Family Care Leave of Absence (Regulation)  
4344 Employee Medical Leave of Absence (Regulation)  
4360 Holidays  
4362 Pro-rata Holidays and Vacations (Regulation)  
4410 Health and Accident Insurance  
4431 Work Related Injuries  
4440 Disability Insurance  
4441 Long-Term Disability Insurance  
4442 Paid Family Leave (PFL) Insurance  
4502 Pay Provisions  
4503 Minimum Wage  
4504 Call-Back Pay Non-Exempt Employees (Regulation)  
4510 Salary Classifications  
4511 Schedule of Monthly Rates  
4511.1 Schedule of Hourly Rates  
4522 Full-time Hourly Pay Schedule  
4523 Part-time Hourly Pay Schedule  
4530 Salary Classifications - Administrative & Supervisory  
4531 Schedule of Rates - Administrative & Supervisory  
4540 Anniversary Dates (Regulation)  
4620 Employee Promotion  
4620.1 Employee Promotion – Procedure  
4631 Service Awards  
4710 General Policy  
4711 Resignations (Regulation)  
4712 Reinstated Employees  
4720 Problem Solving/Grievance Process  
4731 Discipline (Rule)

## **SUB-COMMITTEE REPORTS**

### **Emergency Planning Sub-Committee**

The Chair of the Sub-committee presented a year-end report to the Executive Committee meeting, which is attached.

## **STAFF REPORTS**

### **Human Resources Director**

The Executive Director presented the Human Resources Director's report, as attached.

### **Executive Director**

The Executive Director stated that the staff changes previously discussed by the Committee have been initiated.

### **Finance Manager**

The Finance Manager presented her report, as attached.

## **SHAREHOLDER COMMENTS**

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

## **COMMITTEE MEMBERS**

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

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

TO go into Executive Session.

The Chair called for a five minute break at 2:16 p.m.

## **ADJOURNMENT**

The meeting was adjourned at 3:50 p.m.



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Carole Damoci  
Chair, Executive Committee  
05.13.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE  
MEETING ON MAY 13, 2016**

**MOTIONS**

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** amend the Director of Finance Position Description;
- **TO** recommend the GRF BOD adopt new position Trust Properties, Building and Services Inspector, at Pay Grade level 21 and approve the cost for filling this position at an amount not to exceed \$40,000 for base wages;
- Consensus to amend Policy 5110-30, Executive Committee charter and return to the Committee Charter Ad Hoc Committee;
- **TO** rescind the following 4000 Series Policies that are redundant and covered by procedures in the Employee Handbook:
  - 4001 Application of Personnel Policy,
  - 4100 Equal Employment Opportunity
  - 4101 General Personnel Policy Statement
  - 4102 General Immigration Policy Statement
  - 4104 Policy against Harassment
  - 4110 Employee Status
  - 4120 Employee Classifications
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