



## **EXECUTIVE COMMITTEE MINUTES**

### **Friday, July 14, 2017**

The meeting of the Executive Committee and the Golden Rain Foundation Board of Directors was held on Friday, July 14, 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	Mr. B. Lukoff
	Ms. L. Stone, President	Ms. K. Rapp
	Ms. S. Hopewell	Mrs. J. Reed, Corporate Secretary

Absent: Mrs. L. Perrotti

Staff and	Mr. R. Ankeny, Executive Director
Guests:	Ms. C. Miller, Director of Finance
	Ms. C. Flynn, Director of Human Resources
	Mrs. D. Bennett, Recording Secretary
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. R. Winkler, GRF Representative, Mutual Ten
	Four Foundation Members

### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed and introduced Foundations members, guests and staff and provided an update on the ID Replacement project.

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 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 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 August.

## **CHAIR'S ANNOUNCEMENTS**

The Chair had no announcements to share.

## **APPROVAL OF COMMITTEE MINUTES**

The minutes of May 12, 2017 were approved, as presented.

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

Two shareholder/members spoke on agenda topics.

## **CORRESPONDENCE**

Three items of correspondence were received by the Committee.

## **OLD BUSINESS**

### Bylaws

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

**TO** request Corporate Counsel provide an initial review of the by-laws and recommend non-fundamental changes, at a cost not to exceed of \$1,200.

## **NEW BUSINESS**

### 2018 Budgets – Cost Centers 20, 22, 29, 30, 55

The Committee discussed the proposed the 2018 Budgets for Cost Centers 20, 22, 29, 30, 55, presented by the Director of Finance.

### Additional Staffing – Physical Property Committee

To keep pace with the amount of requests pertaining to Mutual and Shareholder projects, it is necessary to add an additional inspection staff position to the Physical Property Department to address the additional need for permits, contract work, inspection requests, escrow-related tasks and construction management.

Additionally, to help achieve continuity with all building inspectors, a change in one Building Inspector position is requested: to change one existing Building inspector to a Lead position. The job description would remain the same, with the following added tasks:

- Train new staff, as needed
- Act as a liaison for the Facilities Director
- Approve time worked, for department staff
- Fill in when others are sick or on vacation

Ms. Hopewell MOVED, seconded by Ms. Stone - and carried unanimously by the Committee members present –

**TO** recommend inclusion in the 2018 proposed Cost Center 70 budget the cost to add one FTE Building Inspector.

Six Committee members, the Executive Director and the Facilities Director spoke on the motion.

#### Staffing Reorganization – Library

With the growing popularity of current services, the extended Saturday hours and the intention of expanding the already popular programming by the Library Department, there has been heavy demand on existing staff to keep pace with the growing needs and requests of the on-average 300 residents a day who visit the Library. Staff feel the addition of a full time position would alleviate the backlogged work load and assure that there is a full time employee on site at all times, including the extended Saturday hours, to ensure quality of services to residents.

Mr. Lukoff MOVED, seconded by Ms. Rapp-

**TO** include in the 2018 proposed budget for Cost Center 35 the request to one FTE Lead Clerk, at an annual expense of \$7,777.00, per year, including benefits and taxes.

Five Committee members, the Executive Director and the Library Operations Supervisor spoke on the motion.

The motion was carried with two no votes (Reed, L. Stone).

#### Additional Staffing – Recreation Department

Due to the growing number special events organized and hosted by the Recreation Department, there has been a very heavy demand on existing staff to handle all of the requirements needed to assure that all of the trip advertisements, event list management, ticket sales and hosting of the events, with at times more than one large bus per trip, is handled properly. This position would be on a flex schedule and would provide staffing for on-site events, vacation relief, assist in addressing Club issues and reservations and routine duties, to ensure a quality experience by the Shareholders. The annual expense for this additional position is \$45,600, per year, including benefits and taxes.

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

**TO** recommend the GRF BOD approve the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes, contingent upon review of the position description.

#### Administrative “Floater”

The Committee discussed approval of an Administrative Secretary-Floater position, reporting to the Administration Department. The position would perform a broad range of administrative duties for the GRF, filling in during unplanned absences, vacation relief and additional help as dictated by business circumstances.

Ms. Stone MOVED, seconded by Ms. Rapp-

**TO** approve the concept of one FTE Administrative Secretary – Floater, to Cost Center 30, pending amendment of the position description, for clarification of duties and salary information.

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

The motion was carried unanimously by the Committee members present.

#### Key Person Insurance

The Human Resources Director presented Key Life Insurance quotes, as a form of additional, alternative compensation for key managers. Upon discussion, the Committee concurred to pursue Key Life Insurance quotes, to recommend the Preferred Best Rate be used for budget purposes and to invite a representative from American National to make a presentation on their product.

#### Proposal to Add Martin Luther King, Jr. Day as an Observed Holiday by GRF

Shareholders provided the Committee with a petition bearing requesting the observance of the Martin Luther King, Jr. holiday. The cost of adding this holiday to the current GRF roster of observed holidays was provided by the Human Resources Director.

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

**TO** recommend the GRF BOD approve the inclusion of the Martin Luther King, Jr. holiday to the GRF observed holiday roster to the budget at a cost of \$15,904.32.

Five Committee members, two shareholder/members, the Executive Director and the Human Resources Director spoke on the motion.

The motion was carried with two no votes (Reed, L. Stone).

Staffing Reorganization – Security Department

The Security Services Director recommends converting 400 hours of part-time headcount to ten full time employees working 40 hours per week. The Director cited the benefit of full-time versus part-time Security staff in the areas of training, communication, turnover and scheduling.

Ms. Stone MOVED, seconded by Ms. Rapp-

**TO** recommend the GRF BOD approve the conversion of 400 part-time hours to ten full time employees, working 40 hours per week.

Four Committee members, the Security Services Director and the Recreation Manager spoke on the motion.

The motion was carried unanimously by the Committee members present.

Security Department – Additional Hours for Training

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

**TO** recommend the Finance Committee approve additional funds to support two (2) hours of training, by-monthly, per Security staff member and watch commander, for a total of 1,128 hours, per year, at a cost of \$13,884.00 annually.

Uniforms – Security Department

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

**TO** request the ADRC research and make a recommendation for shirts for Security staff at gates, in the offices, and directors of traffic, to include pricing.

**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.

**MEMBER COMMENTS**

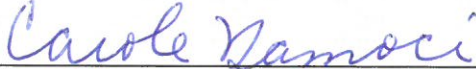
Four members spoke on various items pertaining to the Committee's area of purview.

**COMMITTEE MEMBERS**

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

**ADJOURNMENT**

The meeting was adjourned 4:35 p.m.



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Carole Damoci  
Chair, Executive Committee  
07.14.17/dfb

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

**ACTIONS**

- The minutes of May 12, 2017 were approved, as presented,
- The Committee concurred to pursue Key Life Insurance quotes, to recommend the Preferred Best Rate be used for budget purposes and to invite a representative from American National to make a presentation on their product.

**MOTIONS**

- **TO** request Corporate Counsel provide an initial review of the by-laws and recommend non-fundamental changes, at a cost not to exceed of \$1,200.
- **TO** recommend inclusion in the 2018 proposed Cost Center 70 budget the cost to add one FTE Building Inspector.
- **TO** include in the 2018 proposed budget for Cost Center 35 the request to one FTE Lead Clerk, at an annual expense of \$7,777.00, per year, including benefits and taxes
- **TO** recommend the GRF BOD approve the request to add one FTE Clerical Position, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes, contingent upon review of the position description.
- **TO** approve the concept of one FTE Administrative Secretary – Floater, to Cost Center 30, pending amendment of the position description, for clarification of duties and salary information.
- **TO** recommend the GRF BOD approve the inclusion of the Martin Luther King, Jr. holiday to the GRF observed holiday roster to the budget at a cost of \$15,904.32.
- **TO** recommend the GRF BOD approve the conversation of 400 part-time hours to ten full time employees, working 40 hours per week.
- **TO** recommend the Finance Committee approve additional funds to support two (2) hours of training, by-monthly, per Security staff member and watch commander, for a total of 1,128 hours, per year, at a cost of \$13,884.00 annually.
- **TO** request the ADRC research and make a recommendation for shirts for Security staff at gates, in the offices, and directors of traffic, to include pricing.