



**EXECUTIVE COMMITTEE MINUTES**  
**Friday, August 12, 2016**

The meeting of the Executive Committee was held on Friday, August 12, 2016. 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, Treasurer Mrs. J. Reed, Corporate Secretary

Absent: Mr. B. Lukoff

Staff and Mr. R. Ankeny, Executive Director  
Guests: Ms. C. Miller, Director of Finance  
Ms. C. Flynn, Human Resources Director  
Mrs. D. Bennett, Recording Secretary  
Mr. R. Stone, GRF Representative, Mutual One  
Ms. P. Snowden, GRF Representative, Mutual Two  
Mr. B. Scheuermann, GRF Representative, Mutual Ten  
Mrs. Helen Tran, GRF Representative, Mutual Fifteen  
Five 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 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 September.

### **CHAIR'S ANNOUNCEMENTS**

The Chair introduced the Executive Director, the Director of Finance, Human Resources Director, the ITS Systems Analyst 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 advised that the next meeting of the Executive Committee will be on Thursday, September 15, at 1:00 p.m., in the Administration Conference Room.

### **APPROVAL OF COMMITTEE MINUTES**

The minutes of July 8, 2016 were approved, as presented.

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

One shareholder/member spoke on agenda topics.

### **CORRESPONDENCE**

No correspondence was reviewed.

### **OLD BUSINESS**

#### **By-laws**

The Committee agreed to discuss the by-laws in September or October, after the 2017 budget process has concluded.

#### **Salary Survey Update**

Mr. Moore MOVED, Mr. Hood seconded, and carried unanimously by the Committee members present -

TO direct the Human Resources Director to determine the most appropriate source of individual salary survey data, for five target positions, not to exceed \$1,750.

## Code of Ethics

Upon discussion, the Committee reached consensus for Committee members Kathy Rapp and Joy Reed to compose a first draft of a Code of Ethics to be recommended to the GRF Board of Directors, to be reviewed at the September committee meeting; input is welcomed from all directors. The GRF Board of Directors will be advised of the date and time of the initial drafting of the document.

## **NEW BUSINESS**

### Draft 2017 Budgets for Cost Centers 20, 22, 29, 30 and 55

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

**TO** recommend the Finance Committee approve the proposed budget for Cost Center 20.

Mr. Moore MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members present-

**TO** recommend the Finance Committee approve the proposed budget for Cost Centers 22.

Ms. Rapp MOVED, seconded by Mr. Hood and carried unanimously by the Committee member present-

**TO** recommend the Finance Committee approve the proposed budget for Cost Center 29.

Mr. Moore MOVED, seconded by Mr. Hood and carried unanimously by the Committee members present-

**TO** recommend the Finance Committee approve the proposed budget for Cost Center 30.

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

**TO** recommend the Finance Committee approve the proposed budget for Cost Center 55.

## Uniforms

The Committee reached consensus to direct the Executive Director to present sample uniforms for the Committee's review at the September meeting.

### Policy Renumbering on Website

The ITS Systems Analyst presented a new navigation/organization of the GRF policies on the website; he will provide printed copies to the Committee members, for their review.

### Addition of FTE (Permit Clerk) to Cost Center 70

At its meeting of August 8, 2016, the Physical Property Committee recommended that the Executive Committee approve the request from staff to add an additional clerk to the Physical Property Department. A continual increase in the amount of Mutual and Shareholder projects has led to additional demand in the processing of permits, inspections requests and escrow-related tasks.

The annual expense for this addition is \$43,700 per year, including benefits and taxes and could possibly be offset by an increase in permit fees.

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

**TO** approve the request from the Physical Property Committee to add one Full-Time Employee (FTE) to Cost Center 70.

### **POLICIES**

Mr. Hood MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members present-

**TO** refer Policy 1510-30, Dissemination of Information, to the Policy Rewrite Sub-committee.

### Rescind Policy 4121-20, Position Descriptions

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

**TO** recommend the GRF BOD rescind Policy 4121-20, Position Descriptions.

### Rescind Policy 4156-30, Hiring Practice

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

**TO** recommend the GRF BOD rescind Policy 4156-30, Hiring Practice.

Rescind Policy 4190-20, Anti-Fraud Policy

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

TO recommend the GRF BOD rescind Policy 4190-20, Anti-Fraud Policy.

Policy 4101-20, Commissions

The Committee reached consensus to review Policy 4101-20, Commissions, at the September committee meeting.

Policy 5551-30, Paramedic Program

Mrs. Reed MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present-

TO recommend the GRF BOD rescind Policy 5551-30, Paramedic Program.

**SUBCOMMITTEE REPORTS**

Emergency Preparedness Committee

The Committee Chair presented the Safety & Emergency Coordinator's request to appoint the following members of the Emergency Preparedness Subcommittee:

Mike Clairmont, Mutual Two and Radio Club President  
Diana Gebel, HCC Administrator  
Jaime Guerrero, GRF Security Chief (as needed)  
Jan Kuhl, Mutual Four and Mutual Emergency Preparedness Chair  
Phil Mandeville, Mutual Eleven, President  
Paula Snowden, Mutual Two, GRF Representative  
Helen Tran, Mutual Fifteen, GRF Representative  
Mark Weaver, Facilities Director (as needed)  
Grant Winford, Transportation Manager (as needed)

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council reported that the first meeting attracted many participants, indicating significant interest.

## **STAFF REPORTS**

### **Human Resources Director**

The Human Resources Director presented her report, as attached. The Committee recommended that the Human Resources Director discontinue attaching the gift log to the report; the Recording Secretary will have the log available at the meeting, if anyone wishes to review it.

### **Finance Manager**

The Director of Finance presented the Finance Manager's report, as attached.

### **Executive Director**

The Executive Director spoke on various topics.

## **SHAREHOLDER COMMENTS**

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

## **COMMITTEE MEMBERS**

Four 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-

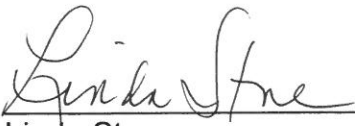
**TO** go into Executive Session.

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

**TO** return to open Executive Committee.

## **ADJOURNMENT**

The meeting was adjourned at 4:04 p.m.



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Linda Stone  
Chair, Executive Committee  
08.12.16/dfb

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE  
MEETING ON AUGUST 12, 2016**

**ACTIONS**

- Consensus to draft a Code of Ethics, led by Committee members Rapp and Reed, with input from all directors.
- The ITS Systems Analyst will provide printed copies of the new navigation/organization of the GRF policies on the Leisure World website.
- Consensus to review Policy 4101, Commissions, at the September committee meeting.
- The Committee Chair presented the Safety & Emergency Coordinator's request to appoint the following members of the Emergency Preparedness Subcommittee:

Mike Clairmont, Mutual Two and Radio Club President

Diana Gebel, HCC Administrator

Jaime Guerrero, GRF Security Chief (as needed)

Jan Kuhl, Mutual Four and Mutual Emergency Preparedness Chair

Phil Mandeville, Mutual Eleven, President

Paula Snowden, Mutual Two, GRF Representative

Helen Tran, Mutual Fifteen, GRF Representative

Mark Weaver, Facilities Director (as needed)

Grant Winford, Transportation Manager (as needed)

**MOTIONS**

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- **TO** direct the Human Resources Director to determine the most appropriate source of individual salary survey data, for five target positions, not to exceed \$1,750.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 20.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Centers 22.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 29.

- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 30.
- **TO** recommend the Finance Committee approve the proposed budget for Cost Center 55.
- **TO** approve the request from the Physical Property Committee to add one Full-Time Employee (FTE) to Cost Center 70.
- **TO** refer Policy 1510-30, Dissemination of Information, to the Policy Rewrite Subcommittee.
- **TO** recommend the GRF BOD rescind Policy 4121-20, Position Descriptions.
- **TO** recommend the GRF BOD rescind Policy 4156-30, Hiring Practice.
- **TO** recommend the GRF BOD rescind Policy 4190-20, Anti-Fraud Policy.
- **TO** recommend the GRF BOD rescind Policy 5551-30, Paramedic Program.