



EXECUTIVE COMMITTEE MINUTES
Friday November 13, 2015

The meeting of the Executive Committee was held on Friday, November 13, 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.

ROLL CALL

Present: Mrs. C. Damoci, Chair Mrs. J. Reed, Corporate Secretary
 Mr. P. Hood Ms. L. Stone, Treasurer
 Mr. B. Lukoff Ms. R. Winkler, Ex-Officio
 Ms. K. Rapp

Staff and Mr. R. Ankeny, Executive Director
Guests: Mrs. C. Flynn, Human Resources Director
 Ms. C. Knapp, Stock Transfer Supervisor
 Mrs. M. McAuley, Recording Secretary
 Mr. R. Stone, GRF Representative, Mutual One
 Mrs. L. Perrotti, GRF Representative, Mutual One
 Ms. P. Snowden, GRF Representative, Mutual Two
 Mrs. M. Doderio, GRF Representative, Mutual Nine
 Ms. M. Greer, GRF Representative, Mutual Eleven
 Mr. P. Moore, GRF Representative, Mutual Seventeen

INTRODUCTION OF STAFF AND GUESTS

The Chair introduced and welcomed Foundation members, guest 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 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 comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in December.

RULES OF ORDER

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.

CHAIR'S ANNOUNCEMENTS

It was the consensus of the Executive Committee members present to add to the agenda, under New Business, item B, Standing Committees.

APPROVAL OF COMMITTEE MINUTES

The Committee meeting minutes of October 9, 2015 were approved, as presented.

CORRESPONDENCE

One piece of correspondence was received and reviewed by the Committee. Acknowledgment of the correspondence will be sent to the author.

OLD BUSINESS

Code of Ethics and Censoring Policy - Discussion only

The Committee discussed the proposed drafted policy of Code of Ethics and Censorship. A special meeting will be scheduled for further discussion and review.

By-Laws - Discussion Only

The Chair requested of the GRF BOD to continue to submit any changes and suggestions they may have to the By-Laws for review and consideration. The Foundation Attorney will be submitting the cost to amend the By-Laws.

Employee Longevity

The members discussed on how to acknowledge employee longevity.

Ms. Rapp MOVED, seconded by Mr. Hood and carried unanimously –

TO approve the proposed cash GRF Service Awards for 2015-2016.

NEW BUSINESS

Election Procedures

The Committee members and Stock Transfer Supervisor discussed election procedures.

It was the consensus of the Committee members to task the Stock Transfer Supervisor to conduct all elections next term.

The Chair reported a Special Election policy will be formed to ensure it follows the By-Laws.

With thanks the Stock Transfer Supervisor was excused at 1:57 p.m.

New Standing Committees

The Committee members discussed forming a Service Maintenance and Transportation / Fleet Committee.

Ms. Rapp MOVED, seconded by Mr. Hood and carried unanimously –

TO task the Executive Director on drafting the policies and send to the Policy and Procedure Sub-Committee for further review. The Policy will become effective in the 2016-2017 term if approved.

Approve Purchase of Generator

At its September 25, 2015 meeting, the Emergency Preparedness Sub-Committee reviewed specification and cost estimates from three (3) suppliers for a Generac XG8000E CARB-compliant (8000 watt) generator. The Sub-Committee unanimously concurred to forward a request to the Executive Committee to proceed with the purchase of this important item. Funds in the amount of \$2,500.00 are in the 2015 Reserves.

Mr. Hood MOVED, seconded by Ms. Rapp and carried unanimously –

TO approve the purchase from Reserve Funds a Generac XG8000E CARB-compliant generator, in the amount of \$1,479.00.

Directors Luncheon

The Chair reported the Directors luncheon will be on Friday, December 18, 2015 and will be catered by The Abbey.

The Chair requested the list of staff that will be attending the luncheon.

Re-Numbering of Policies – Discussion Only

The Chair discussed on re-numbering of polices and grouping them by cost center. The Executive Director will research on this project with the ITS Systems Analyst. Further discussion will be held at the next regular Executive Committee meeting.

Publications Manager Job Description

The Human Resources Director presented a draft of the job description for a Publications Manager. The Committee will further review and discuss at the next regular Executive Committee meeting.

The Chair called for a break at 3:06 p.m. The meeting resumed at 3:14 p.m.

Rename Communications Committee

Mrs. Damoci MOVED, seconded by Mr. Hood and carried unanimously –

TO recommend the GRF BOD rename the Communications Committee to Publications Committee after the Policy has been amended.

POLICIES

The Chair reported Resolution 5032-30, Indemnification Resolution and Policy 5103-30, Committee Meetings will be sent to the Policy and Rewrite Sub-Committee for amendment.

SUB-COMMITTEE REPORTS

Emergency Planning Sub-Committee

Ms. Snowden provided a report on the outcome of the Great American Shakeout. She suggested a follow-up meeting after the Shakeout with staff and members who participated in the Shakeout for input and suggestions.

Policy & Procedure Sub-Committee

The Chair reported the Sub-Committee has reviewed and provided suggestions on all policies under the Communications Committee's purview.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

EXECUTIVE SESSION

The Chair called for a 5 minute break at 3:43 p.m. prior to entering executive session.

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

TO go into Executive Session at 3:48 p.m.

The Committee members discussed personnel matters.

Ms. Winkler MOVED, seconded by Mrs. Damoci and carried unanimously –

TO return to regular session at 4:36 p.m.

The meeting was adjourned at 4:37 p.m.



Carole Damoci
Chair, Executive Committee
12.8.15 mmm

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE MEETING ON NOVEMBER 13, 2015

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The Committee meeting minutes of October 9, 2015 were approved, as presented;
- It was the consensus of the Executive Committee members present to add to the agenda, under New Business, item B, Standing Committees;
- **TO** approve the proposed cash GRF Service Awards for 2015-2016;
- It was the consensus of the Committee members to task the Stock Transfer Supervisor to conduct all elections next term;
- **TO** task the Executive Director on drafting the policies and send to the Policy and Procedure Sub-Committee for further review. The Policy will become effective in the 2016-2017 term if approved;
- **TO** approve the purchase from Reserve Funds a Generac XG8000E CARB-compliant generator, in the amount of \$1,479.00;
- **TO** recommend the GRF BOD rename the Communications Committee to Publications Committee after the Policy has been amended.
- **TO** go into Executive Session at 3:48 p.m.;
- **TO** return to regular session at 4:36 p.m.

ACTIONS

- One piece of correspondence was received and reviewed by the Committee. Acknowledgment of the correspondence will be sent to the author;
- The Committee discussed the proposed drafted policy of Code of Ethics and Censorship. A special meeting will be scheduled for further discussion and review;
- The Chair requested of the GRF BOD to continue to submit any changes and suggestions they may have to the By-Laws for review and consideration. The Foundation Attorney will be submitting the cost to amend the By-Laws;

- The Chair reported the Directors luncheon will be on Friday, December 18, 2015 and will be catered by The Abbey. The Chair requested the list of staff that will be attending the luncheon;
- The Chair discussed on re-numbering of polices and grouping them by cost center. The Executive Director will research on this project with the ITS Systems Analyst. Further discussion will be held at the next regular Executive Committee meeting;
- The Human Resources Director presented a draft of the job description for a Publications Manager. The Committee will further review and discuss at the next regular Executive Committee meeting;
- The Chair reported Resolution 5032-30, Indemnification Resolution and Policy 5103-30, Committee Meetings will be sent to the Policy and Rewrite Sub-Committee for amendment.

Golden Rain Foundation Executive Committee Human Resources Report – November 13, 2015

Below are the budget variances as of the end of October 2015.

1) GRF – Budget Variance Information – GRF has a year-to-date favorable variance of **\$238,760** in Salaries and Employee Benefits

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Human Resources			
6100000 20	Salaries & Wages - Human Resources	172,644	181,116	8,472
6100001 20	Vacation Accrual Expense - Human Resourc	(2,879)	0	2,879
6140000 20	Employment Taxes - Human Resources	13,780	13,982	202
6142000 20	Workers' Compensation - Human Resources	6,422	9,554	3,132
6143000 20	Group Insurance - Medical - Human Resour	18,038	18,531	493
6143300 20	Group Insurance - Dental - Human Resourc	435	433	(2)
6143500 20	Group Insurance - Vision - Human Resourc	274	263	(11)
6144000 20	401(k) Match - Human Resources	1,611	5,590	3,979
6145000 20	Group Insurance - Life - Human Resources	493	824	331
6146000 20	Long Term Disability Insurance - Human R	648	961	313

2) Cost Center 20 – Human Resources Budget Variance Information – The Human Resources department has a year-to-date favorable variance of **\$33,952** excluding the GRF Vacation Accrual Expense. The variances are due to a temporary vacancy in the HR Director position, a lower number of applicants than anticipated, and fewer legal fees.

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The Emergency Preparedness department has a year-to-date favorable variance of **\$3,820**.

4) Recruitment

a. Openings in November – 9 Positions

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Security Officers	4 Part-time	Accepting Applications	37 – Security
Bus Drivers	2 Part-time	Interviewing	38 - Transportation
Reception/Office Asst.	1 Full-time	Accepting Applications	33 – Mutual Admin.
Plumber	1 Full-time	Accepting Applications	74 – Service Maintenance
Electrician	1 Full-time	Accepting Applications	74 – Service Maintenance
Publications Manager	1 Full-time	Accepting Applications	36 - News
Total Openings	4		

5) Staff Counts

Current Staff Count – 217	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• October 2015	1	3	1
• YTD 2015	17	25	6
• Previous Year	37	38	9

6) Safety

- a. One claim was filed in July for an employee who had a medical emergency while working, but the claim was determined to be non-industrial and was denied. The claim was removed from our count, but is now being reported as industrial as the employee has retained an attorney and is pursuing the claim as industrial.
- b. A claim was received in October for an employee who was separated involuntarily in August. The claim is being denied by our carrier, but is expected to take some time to be fully resolved.
- c. 2 new claims were reported in October. 1 for a fall from an office chair resulting in a fractured tail bone resulting in 4 days of missed time. The 2nd claim is for a wrist strain and there is currently no time lost for this injury.

Workers Compensation - Job Accident Information by Month

<i>Month</i>	<i>Current Year 2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>	<i>2011</i>
January	0	0	2	0	1
February	0	0	1	1	0
March	2	0	1	4	1
April	2	0	3	2	0
May	0	2	1	0	0
June	0	1	0	2	0
July	1	0	1	2	2
August	1	2	4	2	4
September	0	1	2	3	2
October	2	0	3	2	0
November		0	3	0	0
December		0	1	0	4
Total	4	6	22	18	14



2. Hire and Termination Comparison Current Year-to-Date vs. Prior Year

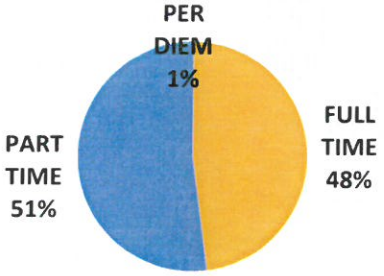
2015 Data as of 10/31/2015 Department	NEW HIRES		SEPARATIONS	
	2015 Actual	2014 Actual	2015 Actual	2014 Actual
ADMINISTRATION		2		
FINANCE		2		2
GOLF		1		
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS		1	1	1
LIBRARY		2	1	1
MUTUAL ADMINISTRATION	2			3
NEWS		2	1	2
PHYSICAL PROPERTY	2	5	2	
PURCHASING		2	1	3
RECREATION (includes Exercise/Pool)	4		5	1
SECURITY	2	7	12	12
SERVICE MAINTENANCE	3	5	1	5
TRANSPORTATION	4	8	4	8
GRAND TOTAL	18	37	29	38

3. Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	1
31 – Finance	4	4	2
32 – Purchasing	1	2	0
33 – Mutual Administration	4	7	2
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	1	7	0
37 – Security	2	4	64
38 – Transportation	1	3	24
40 – Community Facilities	1	2	0
46 – Golf Course	0	0	4
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	5
70 – Physical Properties	1	12	2
74 – Service Maintenance	1	34	1
Total	20	82	116
Total Employee Count	217		

Summary

Employee Type	Count	% of Total
Full-time	104	47.93%
Part-time	110	50.69%
Per Diem	3	1.38%
Total	217	



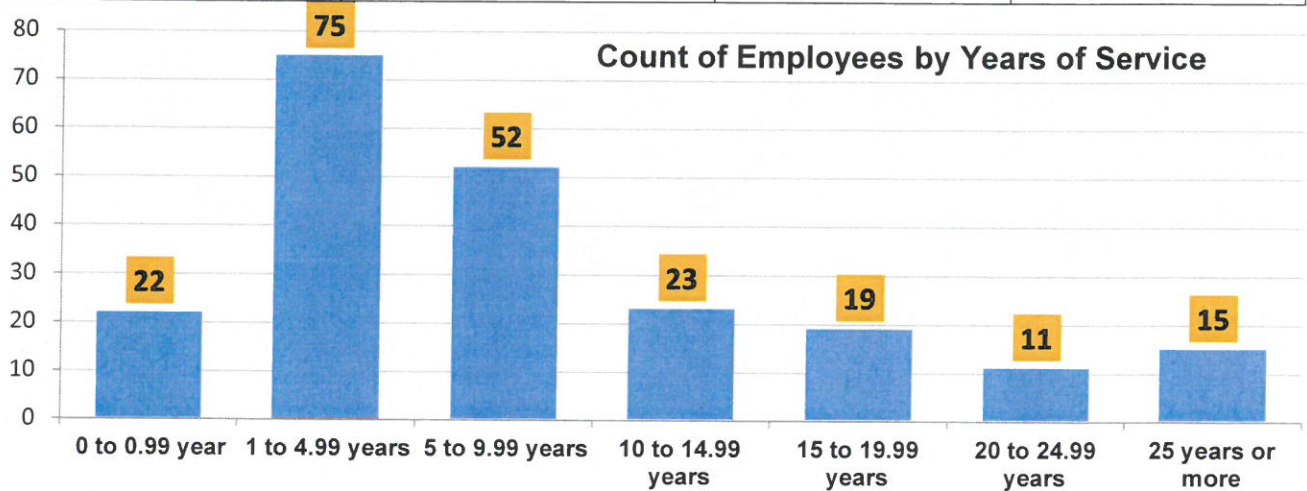
PER DIEM 1%

PART TIME 51%

FULL TIME 48%

4. Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	9.09	12.10	6.03
Average Hourly Rate	\$20.20	\$26.94	\$13.97
Gender – Females	100	42	58
Gender – Males	117	62	55



Employees with 25 Years or More of Service

42.6 yrs Juan Robledo – Service Maint.	33.2 yrs Carol Weller – Mutual Admin
42.1 yrs Ruben Gonzalez – Service Maint.	32.4 yrs Cathie Merz – News
37.5 yrs Dede Martin – News	31.3 yrs Terry De Leon – Recreation
37.3 yrs Antonio Duarte – Service Maint.	29.2 yrs Edgar Santamaria – Service Maint.
36.6 yrs Jesus Lopez – Service Maint.	27.4 yrs Ruth Osborn – News
35.5 yrs Barry Holland – ITS	27.1 yrs Richard Stolarz – Service Maint.
35.1 yrs Mark Weaver – Community Facilities	27.0 yrs Eila Van Sauter – Transportation
34.6 yrs Grant Winford – Transportation	

5. Overtime

There is an *unfavorable* variance of **\$824.75** for October and a *favorable* variance of **\$52,337.35** for the year-to-date.

Overtime by Month	2015 Overtime Hours	2015 Overtime Dollars	2014 Overtime Hours	2014 Overtime Dollars
January	144.25	\$2,702.76*	144.00	\$5,483.49
February	43.50	(\$1,577.09)	38.25	\$ 777.31
March	121.25	\$2,081.91	43.50	\$1,115.93
April	102.00	\$2,401.51	61.00	\$1,631.42
May (3 Pay Dates)	213.5	\$4,387.04	57.00	\$1,101.58
June	115.00	\$2,991.54	58.00	\$1,625.94
July	172.50	\$3,208.76	50.50	\$1,235.86
August	99.75	\$1,398.94	37.75	\$ 672.33
September	298.25	\$8,990.50	54.75	\$1,588.73
October			145.00	\$4,701.43
November			118.50	\$3,072.61
December			177.75	\$5,296.76

*NOTE: The January Overtime dollars were adjusted from \$ \$4,080.89 to \$2,702.76 based on the new 2015 SRO rate calculation.

Overtime Detail for October - Prepared by MWKerr 11/02/2015 (Check date 10/30/2015)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	1.50	2.00	0.50	\$70.67	\$89.42	\$18.75
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	10.75	1.67	(9.08)	\$367.74	\$50.33	(\$317.41)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Mutual Administration	3.00	0.00	(3.00)	\$98.69	\$0.00	(\$98.69)
34 Information Technology Services	1.75	5.00	3.25	\$84.51	\$249.67	\$165.16
35 Library	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
36 News	42.75	10.00	(32.75)	\$1,390.03	\$343.67	(\$1,046.36)
37 Security	92.25	19.33	(72.92)	\$2,505.52	\$395.67	(\$2,109.85)
38 Transportation	0.00	8.67	8.67	\$0.00	\$218.08	\$218.08
40 Community Facilities	11.50	1.83	(9.67)	\$315.51	\$63.58	(\$251.93)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	73.50	8.67	(64.83)	\$2,503.13	\$363.33	(\$2,139.80)
74 Service Maintenance	102.25	169.17	66.92	\$4,053.20	\$6,392.00	\$2,338.80
(Less) Billable to mutuals	(41.00)			(\$2,398.50)	Approx.	
Totals	298.25	226.33	(71.92)	\$8,990.50	\$8,165.75	(\$824.75)

6. Retirement – Employee 401(k) Plan

- For 2015, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
- At the end of October, total plan assets are \$9,274,834.61.
- 2015 YTD Employee Contributions \$389,247.99* Average Per Month \$38,925
- 2015 YTD GRF Matching Contributions \$ 121,776.28* Average Per Month \$12,178

*Through check date 10/30/2015

7. Anti-Fraud Compliance Hotline Reports

Program started in May 2014

<i>Program Summary</i>	<i># of Reports</i>
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

Executive Committee Report compiled by:

***Cindy Flynn, Human Resources Director
November 13, 2015***

CONFIDENTIALITY NOTICE: This document and any attachments is intended only for the use of the Golden Rain Foundation Board of Directors and may contain information that is attorney-client and/or attorney work product privileged, confidential, and exempt from disclosure under applicable law. You are hereby notified that any dissemination, distribution or copying of this document and information contained is strictly prohibited.