

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 December.

MINUTES

The regular meeting minutes of November 6, 2014 were approved by MOTION of Ms. Rapp, seconded by Mr. Moore and carried unanimously.

CORRESPONDENCE

One piece of correspondence was received by the Executive Committee, pertaining to the Living Trust agenda item. It will be referenced upon discussion of agenda item 10. c., Discussion only – Legal Review of Family Trust.

FOUNDATION MEMBERS/SHAREHOLDERS COMMENTS

One Foundation Member spoke on the grammar within one of the agenda items.

REPORTS

GRF Foundation President

The GRF President, Ronde Winkler, spoke on the improvement of the number in Workers' Compensation claims, a summary on micromanaging, reminded the Committee of the Toys for Tots Drive on Saturday, December 13, 12-2 p.m. in the Amphitheatre, announced that the next GRF Board meeting on December 19 will begin at 9:00 a.m. with no Executive Session, to be followed by the Holiday Luncheon at 11:30 a.m. and wished everyone happy holidays.

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 thanked his staff for their work.

UNFINISHED BUSINESS

Amend Policy 4272-20, Vehicle Code

Policy 4272-20, Vehicle Code sets forth the parameters to ensure that Golden Rain Foundation personnel have the proper vehicle licensing, registration and insurance, while driving on the Golden Rain Foundation's premises

Mr. Lukoff MOVED, Ms. Stone seconded –

TO recommend the GRF Board adopt Policy 4272-20, Vehicle Code, as amended.

One Board Member, the Executive Director and the Human Resources Director spoke on the motion.

The motion was carried unanimously.

NEW BUSINESS

Adopt Policy 2115, Distribution Business Services

Policy 2115 sets forth the Golden Rain Foundation's guidelines for photocopying and other business services to Foundation members, clubs and Mutual corporations, during operation hours. These procedures are consistent with those of the Library.

Ms. Rapp MOVED, seconded by Ms. Stone-

TO adopt Policy 2115, Distribution Business Services.

Five Board Members, the Executive Director, the Controller, the Stock Transfer Agent, and two Shareholders spoke on the motion.

The motion was carried unanimously.

Legal Review of Family Trust – Discussion Only

The Mutual Administration Director, Carol Weller, explained the process by which trust transfers are made. Four Board Members and the Mutual Administration Director spoke on the matter. It was recommended that review by attorneys be continued.

Parliamentarian Training

It was announced that a workshop pertaining to parliamentary procedures will be conducted by Dr. Bruce Bishop, a certified parliamentarian, on Monday, January 5, 2015. In addition to the GRF Board, the Mutual Board Members will be invited to participate.

Morale and Productivity Recommendations - Discussion Only

This agenda item was moved to discussion during the Executive Session of the Executive Committee.

GRF Board of Directors Ethics Policy – Discussion Only

A draft of an ethics policy, intended to provide guidance with ethical issues and provide a mechanism for addressing unethical conduct, was discussed. The policy will be going to the Re-Write Committee.

BOARD MEMBER COMMENTS

Three Board Members spoke on Executive Session.

Foundation Shareholders/Members Comments

No Foundation Shareholders/Members offered comments.

Committee Member Comments

No Committee Member offered comments.

The meeting was recessed at 2:26 p.m. and resumed at 2:36 p.m.

At 2:37 p.m., Mrs. Damoci MOVED, seconded by Mrs. Winkler and carried unanimously -

TO go into Executive Session.

Adjournment

The Chair adjourned the meeting at 4:55 p.m.



Carole Damoci, Chair
EXECUTIVE COMMITTEE
dfb

Attachments

Human Resources Director's report

Golden Rain Foundation Executive Committee Human Resources Report – December 9, 2014

1. **Budget Variance Information - The Human Resources department has a year-to-date favorable variance of \$9,392 as of the end of October.**

G/L Number	Description	YTD		
		Actual	Budget	Budget Variance
Expenses				
61000	Salaries & Wages	\$135,346	\$140,485	\$5,139
61400	Payroll Taxes	10,765	11,318	553
61420	Workers Compensation	2,025	2,247	222
61430	Group Insurance Medical	6,726	8,011	1,285
61433	Group Insurance - Dental	108	187	79
61435	Group Insurance - Vision	111	153	42
61440	Retirement Fund	1,948	5,619	3,671
61450	Group Insurance - Life	465	454	(11)
61460	Long Term Disability Insurance	478	843	365
64750	Empl. Recruitment / Temp. Fees	3,646		(3,646)
64810	Continuing Education	445		(445)
64830	Dues & Memberships	124	2,305	2,181
66255	Employee X-Rays & Exams	45		(45)
Total Expenses		162,230	171,622	9,392

Human Resources Department Wage and Benefits Variance Report – *October 2014*

Description	Actual	Budget	Variance	Reason for Variance
Salaries & Wages	\$135,346	\$140,485	\$5,139	Reduction in salaries is based on a lower new hire salary than projected in 2014
Group Insurance Medical	\$6,726	\$8,011	\$1,285	Budgeted benefits not elected by new hire for 3 months of the year/Lower benefit costs for GRF
Retirement Fund	\$1,948	\$5,619	\$3,671	New hire not eligible for retirement fund
Emp. Recruitment/Temp	\$3,646	\$0	(\$3,646)	Recruitment Fees for HR position posting in Sept 2013/Background Review Fees were not budgeted in 2014
Dues & Memberships	\$124	\$2,305	\$2,181	HR Dues & Memberships purchased November 2014
Total Explained Variances			\$8,630	

2. Employee Handbook

- Reviewed handbook for inclusion of all GRF policies.
- Gained approval from Board of Directors for payment to Mr. Payne (Esq.) to review January 2014. Employee handbook sent to Mr. Payne for review in

February 2014. Associate from Rutan has completed recommendations and revisions and Mr. Payne has reviewed and approved revisions.

c. Work with Executive Committee on review of handbook.

3. Management Development

- a. Team building and Leadership exercises will continue over next year at bi-weekly management meetings.
- b. The Management team ranked the values they felt were most important for employees and the Foundation. These values will be used in developing employee based development programs.
- c. Work on Customer Service Program to roll out to all staff.

4. Employee Survey

- a. Developed employee survey to assess leadership effectiveness and employee engagement.
- b. Survey was reviewed by management team for suggestions.
- c. Distributed survey to employees in October.
- d. Summary results were shared with Department Heads. We have selected a couple of low scoring areas to work on first.

5. PTO Plan

- a. Discussed the concept of changing Vacation and Sick into Paid Time Off plan with Executive Committee.
- b. Review new California Sick leave law for impact to GRF and potential change to current sick leave policy and potential PTO plan. Review with Executive Committee and Board of Directors for possible July 2015 implementation.

6. Recruitment

a. Openings in November – 8 Positions

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Office Secretary	1 Full-time	Position Filled – Start 11/13/2014	33 – Mutual Administration
Bus Driver	2 Part-time	Positions Filled – Start 12/03/2014	38 – Transportation
General Maintenance	1 Full-time	Position Filled – Start 11/19/2014	74 – Svs Maintenance
Security Deputy Chief	1 Full-time	Taking Applications/Interviewing	37 – Security
General Accountant	1 Full-time	Taking Applications/Interviewing	31 – Finance
Media Admin Assist	1 Full-time	Position Filled – Start 01/05/2015	36 – News
Office Secretary	1 Full-time	Position Filled – Start 12/08/2014	37 – Security
Total Openings	8		

- b. An employment phone line was launched in November. This will allow us to post up-to-date recruiting information and will supplement notification in the News and other internal/external websites.
- c. A www.lwsb.com career opportunities webpage will be added in the next month as another avenue to notify potential candidates of open positions.

7. Staff Counts

Current Staff Count – 225	Hires	Separations	Promotions
• November 2014	3	4	0
• YTD 2014	33	34	7
• Previous Year	40	42	Data not available

8. Anti-Fraud Hotline

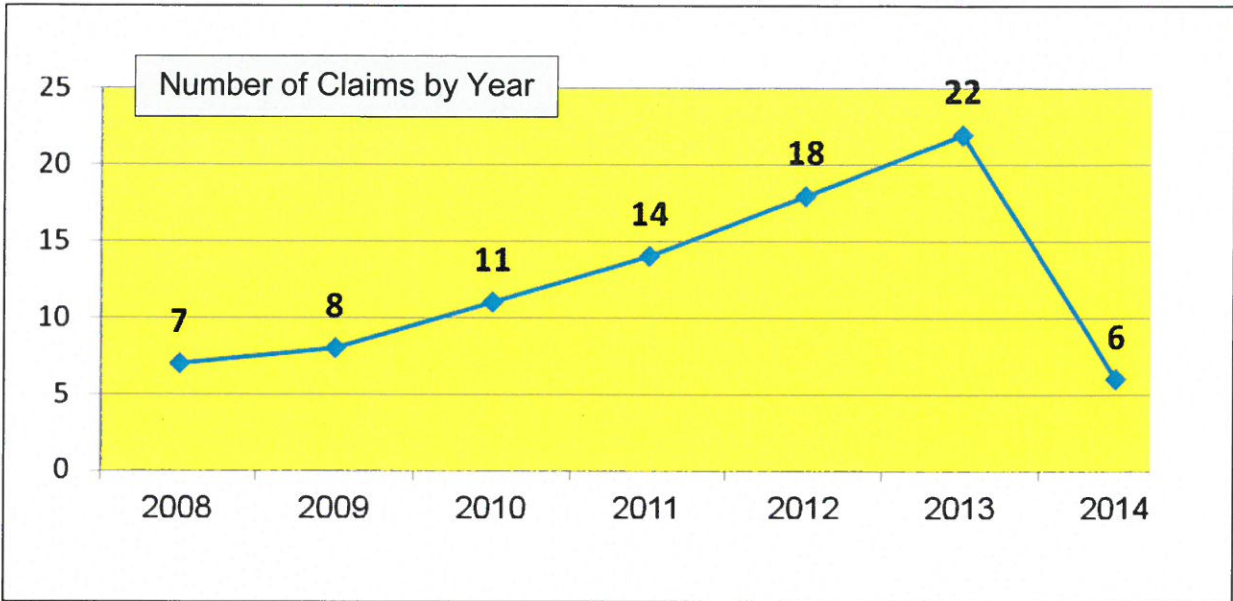
- a. Hotline has been established for anti-fraud policy.
- b. Hotline will be rolled out to staff during May.
- c. Hotline is operational – no reports as of November 30, 2014

9. Safety

- a. We had one new claim report in January for an incident that occurred in June 2013. This claim has been denied but employee is appealing.
- b. There were two (2) claims in the month of May. Both involved strains.
- c. There was one (1) claim in the month of June. Claim is closed.
- d. There were two (2) claims in the month of August. Both have closed.
- e. There was one (1) claim in the month of September. Claim is under review. Two of the previous claims were denied.
- f. There were no claims in November.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2014	2013	2012	2011	2010
January	0	2	0	1	1
February	0	1	1	0	1
March	0	1	4	1	1
April	0	3	2	0	1
May	2	1	0	0	2
June	1	0	2	0	2
July	0	1	2	2	1
August	2	4	2	4	0
September	1	2	3	2	1
October	0	3	2	0	1
November	0	3	0	0	0
December		1	0	4	0
Total	6	22	18	14	11



Executive Committee Report compiled by: Ruth Smith, Human Resources Director

December 4, 2014

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.

Mutual Administration Director's report

Golden Rain Foundation
Executive Committee
Report

Tuesday

December 9, 2014
Happy Holidays

Mutual Administration
Carol A. Weller – Mutual Administration Director

Golden Rain Foundation
Executive Committee Report
December 9, 2014

Presented By: Carol Weller,
Mutual Administration Director

1. Budget Variance Report: For Cost Center 33 there is a negative variance to budget. The negative variance is due to:
 - a. Salaries & Wages are over budget due to increase in wages not in budget.
 - b. Material & Supplies are under budget: will be spent on the 2015 passes and supplies.
 - c. Postage is under budget due to not sending out as many certified mail.
 - d. Service Contracts are over budget due to new copier contract.
 - e. Election Expenses are over budget due to trust extension election not budgeted.
 - f. Stock Transfer Fees are under budget due to drop in escrow sales by 42% over 2013.
 - g. Other Income is over budget due to transfer set up fees and copies and guest passes.

2. Project Report:
 - Pending** a. Trust Review Policy Halted due to attorney review.
 - Completed** b. Globalization of Mutual Lock Resolution presented to Mutuals for approval.
 - Completed** c. Accurate Voting Services selected. 2015 Schedule Completed.
 - Pending** d. Mutual 17 Lease Agreement & Policy are pending Mutual approval.
 - In Process** e. Rewrite of Dissemination of Information- Policy 1510.
3. Capital Project Pending: None.

4. General Actions Mutual Administration:
 - a. Aging Receivables Collected to-Date 2014: **\$164,855,12**
 - b. Open Mutual Legal Cases: **8**
 - c. Open Insurance Cases: **5**
 - d. Rules Compliance Letters sent for 2014: **1173**
 - e. Rules Compliance Letters sent in 2013: **749**
 - f. Social Services open cases November 2014: **79**
 - g. Social Services closed cases November, 2014: **11**
5. General Actions Stock Transfer:
 - a. Total Escrows for 2014: **387 (-38% difference over 2013)**
 - b. Total \$ escrow sales 2014: **\$74,928,538.00**
 - c. Total \$ escrow sales 2013: **\$95,240,826.00**
 - d. Pets Registered for 2014: **Dogs: 556**
Cats: 287
Other: 15
 - e. Total Caregivers registered: **637**