

EXECUTIVE COMMITTEE MINUTES
May 5, 2014

The regular meeting of the Executive Committee, held on Monday, May 5, 2014, was called to order at 1:00 p.m. by Chair Supple in the Administration Conference Room, followed by the Pledge of Allegiance. Following the Pledge of Allegiance, the Chair asked for a moment of silence in honor of the recent passing of former Golden Rain Foundation President Addison Arnold. A memorial service will be held in Clubhouse Two on Wednesday, May 7, 2014 from 11:00 a.m. – 1:00 p.m.

ROLL CALL

Present: Mr. M. Supple, Chair Ms. L. Stone
 Mr. L. Blake Ms. R. Winkler
 Ms. A. Seifert Mrs. M. Wood

Absent: Mr. M. Michaelides

Staff and Mr. R. Ankeny, Executive Director
Guests: Ms. R. Smith, Human Resources (HR) Manager
 Mrs. C. Weller, Mutual Administration Manager
 Mr. E. Gomez, Safety/Emergency Coordinator
 Mrs. M. McAuley, Recording Secretary
 Mrs. B. Osborne, GRF Representative, Mutual Four
 Ms. P. Wilson, GRF Representative, Mutual Eight
 Mr. L. Krieger, GRF Representative, Mutual Nine
 Mrs. C. Damoci, GRF Representative, Mutual Twelve
 Mr. P. Moore, GRF Representative, Mutual Seventeen
 Eleven Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the guests, committee members and staff, and reviewed meeting protocol. He announced that this meeting is being recorded by staff for GRF purposes; recording of this meeting by shareholders or committee members is not permitted.

MINUTES

The regular meeting minutes of April 17, 2014, were approved by MOTION of Ms. Stone, seconded by Mrs. Wood and carried unanimously.

REPORTS

Mutual Administration Manager

The Mutual Administration Manager presented her report as attached.

Human Resources Manager

The HR Manager presented her report as attached.

Executive Director.

The Executive Director reported that at about 11:30 a.m. today, there was black smoke coming from one of the Haynes smoke stacks. Contact was made to Haynes and the only statement they would provide is that they had a “malfunction” and are addressing it. He has confirmed reports from shareholders that they heard sirens from the plant. The GRF is working to secure additional information. The incident has been posted on the GRF website and information will be in May 8, 2014 *Golden Rain News* edition. He commented on the recent *60 Minutes* segment that aired on May 4, 2014: “Living to 90 and Beyond.”

FOUNDATION MEMBER COMMENTS

Foundation members spoke on the black smoke from the Haynes Plant, the fee for lockouts, the microphones not working correctly in the Administration Conference Room and Clubhouse Four, and the *60 Minutes* segment.

UNFINISHED BUSINESS

NEW BUSINESS

Amend Procedure 5091, Basic Safety Responsibilities

Procedure 5091, Basic Safety Responsibilities, sets forth supervisory responsibilities regarding the implementation of safety procedures.

The Committee unanimously recommended reviewed the following suggestions:

- Change the section headings to be more relevant;
- Add the Safety/Emergency Coordinator to the Investigation of Accidents section;
- Add that supervisory attendance at monthly Safety Committee meetings is mandatory;
- Add Safety Committee activities under Awareness section;
- Change Special Incentives to Special Safety Programs;
- Add the requirement that injuries or accidents will be reported immediately to the Human Resources Manager and the Safety/Emergency Coordinator;
- Modify wording under Special Incentives to include approval process for the Special Safety Programs; and

- Change facilitation of safety rules and reporting from Community Facilities Manager to Safety/Emergency Coordinator.

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

TO recommend the GRF Board of Directors amend Procedure 5091, Basic Safety Responsibilities, with changes as set forth above.

Amend Policy 5440, Emergency Plan

Policy 5440, Emergency Plan, sets forth that in emergency situations, the Foundation shall cooperate fully with authorized governmental agencies to assist community residents.

After review, the following update to the policy was suggested:

- Change “Administrator” to “Executive Director.”

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

TO recommend the GRF Board of Directors amend Policy 5440, Emergency Plan as set forth above.

Policy 5441, Emergency Plan – Discussion Only

The HR Manager and Safety/Emergency Coordinator spoke on Policy 5441, Emergency Plan. In the policy it states the following:

Through verbal agreement with the Los Alamitos Medical Center, the following staff regulation is published: Los Alamitos Medical Center will provide emergency services to assist residents in any and all emergencies. They may supplement the existing 24-hour medical services with other resident and nonresident staff members outside the regular operating hours of the Leisure World Health Care Center.

The Safety/Emergency Coordinator spoke with Health Care Center (HCC) Administrator. The HCC Administrator indicated that she will not keep staff from leaving the premises in an emergency and she has no knowledge of this verbal agreement and she recommend to follow the Planning for Emergency Preparedness Foundation.

The HR Executive Director will look at the contract to clarify if it is the HCC or Los Alamitos Medical Center that made the verbal agreement. The HR Manager will bring a

recommendation back to the Committee should any amendments need to be made to the policy.

Amend Policy 5442, Community Emergency Preparedness

Policy 5442, Community Emergency Preparedness, sets forth that the Safety/Emergency Coordinator will develop and be responsible for the Foundation's emergency plan.

After review, the following updates to the policy were suggested:

- Change "Administrator" to "Executive Director;"
- Delete the paragraph stating that the Safety/Emergency Coordinator position was approved in 1995; and
- Add Community Emergency Response Teams (CERT) and the Great California Shakeout to the organizations with whom the Safety/Emergency Coordinator liaises.

Mr. Blake MOVED, seconded by Mrs. Wood and carried unanimously -

TO recommend the GRF Board of Directors amend Policy 5442, Community Emergency Preparedness as set forth above.

Recommend Employee Safety Program

Procedure 5091, Basic Safety Responsibilities, outlines basic safety responsibilities for supervisory personnel. One of these responsibilities is to have a safety awareness program that will effectively maintain employee interest.

The Safety First Program is comprised of two plans (attached). The suggestion plan allows employees to submit safety related suggestions and the Safety Stars plan recognizes safe behaviors by employees. Both plans promote employee recognition.

The goal of the Safety First Program is to reduce the potential for accidents and injury by increasing the safety awareness at all levels of the Foundation. Awareness will be increased by the promotion of the program through meetings and posters, by ensuring employees receive recognition for suggestions and safe behaviors, and by taking action on safety suggestions as permitted.

The estimated annual cost of the program will be \$828.

Ms. Seifert MOVED, seconded by Mrs. Wood and carried unanimously –

TO recommend the GRF Board of Directors authorize the Executive Director implement the Safety First Program.

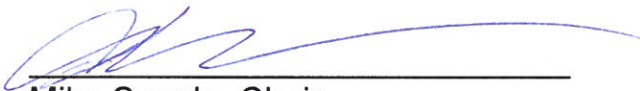
COMMITTEE MEMBER COMMENTS

Committee members spoke on the Safety First Recognition Program and the detailed HR Manager's report to the committee. The Chair announced the need for the Committee to go into Executive Session. The guests and Recording Secretary were excused at 2:20 p.m.

During Executive Session, the members discussed legal and personnel matters.

ADJOURNMENT

The Chair adjourned the meeting 3:55 p.m.



Mike Supple, Chair
EXECUTIVE COMMITTEE
MM 5.12.14

Golden Rain Foundation Executive Committee Report

May 5, 2014

Presented By: Carol Weller,
Mutual Administration Manager

Aging Receivables

1.

Month	Starting Balance			Total Collected
Jan-14	\$ 92,784.32	Decreased	Increased	
Feb-14	\$ 81,141.04	\$(11,643.28)		
Mar-14	\$ 63,491.10	\$(17,649.94)		
Apr-14	\$ 54,052.90	\$(18,463.98)		
		\$(47,757.20)		\$ (47,757.20)

Litigations & Insurance Claims

2.

• April, 2014:	Litigations	11
• April, 2014:	Insurance Claims	<u>7</u>

Rules Compliance and Open Cases

3.

• Total Rules Compliance letters sent in year 2013:	<u>749</u>
• Total Rules Compliance letters sent in year 2014:	<u>490</u>

4. Mutual Issues – Globalized & Rescinded Policies

Mut	Approve 7590G	Approve 7551G	Approve 7427G	Rescind 7303	Rescind 7211	Rescind 7211.9&17	Approve 7557/ Caregivers
	Feed Wildlife	Apt Hoarding	Barbeques	MSIF	Proxies Cards	Proxies Card	
1	Yes-P	Yes-P					
2	Yes-P	Yes-P	Yes-P				Yes
3	Yes	Yes	Yes-P	Yes			
4	Yes-P	Yes-P	Yes-P	Yes-P	Yes-P		
5				Yes	Yes	Mu	Yes
6	Yes	Yes		Yes	Yes	9	
7				Yes	No	Only	Yes
8						↓	
9	Yes	Yes	Yes	Yes		No	Yes
10	Yes	Yes		Yes	Yes		
11	Yes-P	Yes-P	Yes-P	Yes			
12			Yes	Yes		Mu	Yes
13	Yes	Yes		Yes	Yes	17	
15	Yes	Yes		Yes	Yes	Only	
16	Yes	Yes	Yes-P	Yes		↓	Yes
17	Yes	Yes	N/A	Yes	Yes	Yes	

*Yes-P= Passed by the Board/Currently in 30-day posting period.

Escrow Sales Overview - Escrows Closed-to-Date 2014

5.

MUT →	1	2	3	4	5	6	7	8	9	10	11	12	1	1	1	1	1	1	1	
Jan	1	2	0	1	2	3	1	1	1	0	2	1	1	0	0	1				17
Feb	2	6	2	3	1	1	3	1	2	0	1	2	1	0	0	0				25
Mar	3	6	2	3	4	2	4	3	3	1	0	2	5	3	0	2				13
Apr	4	4	4	0	4	1	2	0	0	2	3	2	0	4	0	0				28
May																				
Jun																				
Jul																				
Aug																				
Sep																				
Oct																				
Nov																				
Dec																				

Total Sales Through April 2014

113

Total Sales Through April 2013

202

% under last year (- 44%)

Social Services Monthly Cases Overview Tiffany Munholland – Social Services Liaison

6.

Mutual	Open Cases	Closed Cases
1	11	3
2	15	0
3	9	1
4	3	1
5	8	1
6	4	0
7	7	1
8	3	2
9	4	0
10	9	1
11	3	1
12	7	3
14	5	0
15	7	3
16	1	0
17	3	0
Total	99	17

Stock Transfer Agent Report
Carol Gauthier
May 5, 2014

1. Escrow Sales

- a. \$4,125,700.00 Total monthly sales amount 2014
b. \$21,272,800.00 Total sales amount year- to-date 2014

2. Transfers

- a. 9 Total simple transfers completed
b. 4 Total membership transfers completed

3. Pet Registration

- a. 10 Dogs registered this month
b. 593 Total Dogs registered
c. 0 Cats registered this month
d. 323 Total Cats registered
e. 0 Other pets registered this month
f. 16 Total other pets registered

4. Caregivers

- a. 24 Caregivers were registered this month
b. 297 Caregivers were registered year to date

5. Staff

- a. 0 Overtime used
b. 0 Usage of replacement staff
c. 0 Injuries occurred.

6. Expenses

- a. 1 @ \$49.99 Purchase Requests
For Comment/Suggestion Box

Golden Rain Foundation Executive Committee Human Resources Report - May 5, 2014

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

Description	Actual	Budget	Variance	Reason for Variance
Salaries & Wages	\$40,493	\$42,142	\$1,649	Reduction of HR Salaries due to New Hire
Group Insurance Medical	\$3,552	\$2,404	(\$1,148)	Kaiser Binder Check Charged to HR/Reverse out in April
Retirement Fund	\$566	\$1,685	\$1,119	New hire not eligible
Emp. Recruitment/Temp	\$629	\$0	(\$629)	Recruitment Ad from October 2013 Bill reconciled in 2014/Background Checks
Dues & Memberships	\$0	\$695	\$695	No Dues or Memberships due yet in 2014
Total Explained Variances			\$1,686	

<i>Human Resources - CC 20 For the Three Months Ending March 31, 2014</i>				
<i>YTD</i>				
<i>G/L Number</i>	<i>Description</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget Variance</i>
<i>Expenses</i>				
61000	Salaries & Wages	\$40,493	\$42,142	\$1,649
61400	Payroll Taxes	3,418	3,394	(24)
61420	Workers Compensation	639	738	100
61430	Group Insurance Medical	3,552	2,404	(1,148)
61433	Group Insurance - Dental	88	54	(34)
61435	Group Insurance - Vision	40	48	8
61440	Retirement Fund	566	1,685	1,119
61450	Group Insurance - Life	36	132	96
61460	Long Term Disability Insurance	72	255	183
64750	Empl. Recruitment / Temp. Fees	629		(629)
64830	Dues & Memberships		695	695
66255	Employee X-Rays & Exams	69		(69)
Total Expenses		49,600	51,547	1,947

1. Compensation Study Report

- a. Reviewed Compensation Study Report with Executive Committee 1-6-2014.
- b. Reported to Executive Committee ideas for vacation time, maximum balances, and Paid Time Off.
- c. Reviewed with Board of Directors in February 2014.
- d. Develop plan around Study for review with Executive Committee and Board of Directors prior to 2015 budgeting period.
- e. Review with the Executive Committee the non-exempt pay structures mid-year.

2. Employee Handbook

- a. Reviewed handbook for inclusion of all GRF policies.
- b. Gained approval from Board of Directors for payment to Mr. Payne (Esq.) to review on 1-28-2014.
- c. Employee handbook sent to Mr. Payne for review in February 2014.
- d. Discussion with Associate from Rutan to review handbook recommendations on 3-4-2014.
- e. Associate from Rutan has completed recommendations/revisions. Mr. Payne will review revisions on week of May 5, 2014.
- f. Handbook will be reviewed with Executive Committee and then full Board once final copy is received.

3. Paychex Human Resources System

- a. Training was started on configuring HR system.
- b. We are working with IT to extract information out of the old system to populate new system.
- c. Within system, we will track basic employee related information needed to pay an employee plus we will also track performance evaluations, disciplines, salary increases, termination reasons, and employee specific training.
- d. Go-live for Manager/Employee self-service in May 2014.

4. Performance Management System

- a. Developing initial designs for performance management system.
- b. Next action will be to present to Executive Committee mid-year.

5. Succession Planning

- a. Initial plan was reviewed by Executive Committee in February 2014.
- b. Successors will be identified for key positions and the development needed to move them to next level.
- c. Plan will be reviewed with Executive Committee mid-year.

6. Management Development

- a. Management staff participated in a behavioral assessment in February 2014.
- b. Assessment reviewed at Management meeting in April 2014.
- c. Team building and Leadership exercises will continue over next year at bi-weekly management meetings.

7. Retirement Plan

- a. Reviewed quarterly and annual plan documents in February 2014 with Retirement Committee.
- b. Gained approval from Retirement Committee for fund and platform changes to go into effect in April.
- c. Working with Great West on transition during February and March 2014. Go-live will be late April/Early May.
- d. Black-out notices and fees comparison sent to all employees on 3-26-2014.
- e. Employee meetings to discuss blackout period was held for 4-10-2014. Great West Representative and Financial Advisor, Ken Ulrich, was present.
- f. Blackout period for change commenced on 4-28-2014 and will last approximately 2 ½ weeks.

- g. One-on-One financial planning sessions will be scheduled for early summer. Free service for our employees.

8. PTO Plan

- a. Discussed the concept of changing Vacation and Sick into Paid Time Off plan with Executive Committee in January 2014.
- b. Development of the plan and costs will be completed in Spring/Summer 2014.
- c. Plan will be reviewed with Executive Committee and Board of Directors prior to 2015 Budget period for possible 1-1-2015 implementation.

9. Recruitment – Openings in April – 16 Positions (11 positions filled)

- a. Project Coordinator/Building Inspector – Full-time (Filled – Started 4-21-2014)
- b. Building Inspector – Full-time (Filled – Started 5-5-2014)
- c. Media Manager – Full-time (Interview Phase)
- d. Security Officer – 8 Part-time (5 positions filled - Accepting applications)
- e. Purchasing Supervisor – Full-time (Filled –Started 4-22-2014)
- f. Bus Driver – 3 Part-time (2 positions filled – Accepting applications)
- g. Property Recorder/AutoCAD Tech – Part-time/Temporary (Filled –Started 4-29-2014)

10. Audits

- a. Completed Workers' Compensation Audit – February 2014. Initial review looks like we may be entitled to small refund. Received refund on 3-13-2014 in the amount of \$41,809.
- b. 401(k) audit scheduled for March 2014. On-site audit completed on 3-18-2014. We will receive results back approximately mid-April. Per discussion with Auditor on 4-30-2014, audit results uncovered no action items. Final audit letter will be received week of May 5, 2014.

11. Uniforms

- a. Meeting on 3-27-2014 with Managers to review uniform needs.
- b. Review bills for accuracy – pricing and employee names.
- c. Create best practices for ensuring uniforms are returned.
- d. Create bid for new contract – Reviewed uniform information with new Purchasing Supervisor. Work on the creation of bid during May.

12. Anti-Fraud Hotline

- a. Hotline has been established for anti-fraud policy.
- b. Hotline will be rolled out to staff during first week in May.

13. Safety

- a. We had one new claim report in January for an incident that occurred in June 2013. This claim is has been denied but employee can appeal.
- b. No new injuries since 11-25-2013 (The 11-25-2013 injury was reported on 12-5-2013).

c. 2014 has continued to be injury free!

Workers Compensation - Job Accident Information by Month

<i>Month</i>	<i>Current Year 2014</i>	<i>2013</i>	<i>2012</i>	<i>2011</i>	<i>2010</i>
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		1	0	0	2
June		0	2	0	2
July		1	2	2	1
August		4	2	4	0
September		2	3	2	1
October		3	2	0	1
November		3	0	0	0
December		1	0	4	0
Total	0	22	18	14	11