

**EXECUTIVE COMMITTEE MINUTES**  
**June 2, 2014**

The regular meeting of the Executive Committee, held on Monday, June 2, 2014, was called to order at 1:00 p.m. by Chair Supple in the Administration Conference Room, followed by the Pledge of Allegiance.

**ROLL CALL**

Present:	Mr. M. Supple, Chair	Ms. L. Stone
	Mr. L. Blake	Ms. R. Winkler
	Mr. M. Michaelides	Mrs. M. Wood
	Ms. A. Seifert	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. R. Smith, Human Resources (HR) Manager	
	Mrs. C. Weller, Mutual Administration Manager	
	Mrs. M. McAuley, Recording Secretary	
	Mr. J. DeMarco, GRF Representative, Mutual Two	
	Mr. D. Craig, GRF Representative, Mutual Eleven	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	Nine 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. He thanked the Committee members and staff for their contributions this year.

**MINUTES**

The regular meeting minutes of May 5, 2014, were approved by MOTION of Mrs. Wood, seconded by Ms. Stone and carried with one abstention (Michaelides).

**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 staff has been given a 2015 budget proposal and general timeline to follow.

President

The President thanked all GRF staff members for their willingness to always help and the tremendous job they do on a daily basis.

**FOUNDATION MEMBER COMMENTS**

Foundation members thanked the committee for all the work they did this term. One Foundation member spoke on inserting a flyer into the *Golden Rain News* regarding caregiver passes.

**UNFINISHED BUSINESS**

Amend Policy 5536.1, Guest Passes and Rescind Regulation 5536.2, Service Passes

The Executive Committee is recommending that the GRF Board of Directors consider a change to an operating rule. The text of the proposed operating rule change and the description of the purpose and effect of the proposed change are attached or set forth below. The Board will make a decision on this proposed operating rule change on September 23, 2014, after consideration of comments made by members. This process is recommended in accordance with Section 1357.130 (a) of the Davis-Stirling Common Interest Development Act.

Policy 5536.1, Guest Passes, outlines the process used by the Foundation to distribute guest passes to Foundation members. In order to clarify how passes are used and to consolidate governance concerning passes used by vendors and caregivers, it is recommended Policy 5536.1 be amended.

The purpose of these changes is to consolidate guest, service and caregiver pass information in one policy. After discussion, the committee recommended the following changes:

- Change the Policy title from “Guest Passes” to “Gate Passes;”
- Include definitions and information on the use, distribution, and management of annual guest passes, quarterly service passes and semiannual caregiver passes;
- Clarify that the Executive Director and Mutual Administration Manager are authorized to make passes available;
- Change the Health Care Center name to Health Care Center on Golden Rain Road;
- Identify when and to whom the Stock Transfer, Physical Property and Recreation departments shall issue quarterly service passes;
- Service passes may be issued in quarterly or six-month increments at the discretion of the Department head;
- A \$5 fee may be charged for each service pass issued and additional guest passes;
- Caregiver passes will be made available in compliance with Mutual Policy 7557,

**Executive Committee Meeting, June 2, 2014**

Caregivers;

- Caregivers must wear their caregiver passes and badge holder at all times while in the community; and
- Change Residents to Members.

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

**TO** recommend the Board tentatively approve the amendment of Policy 5536.1, Guest Passes, pending a minimum 30-day notification to the membership and a final decision on September 23, 2014, to reflect the changes as stated above.

In addition, the Committee also considered the suggestion of rescinding Regulation 5536.2, Service Passes, as it's information has been incorporated in Policy 5536.1, Guest Passes.

After discussion, Ms. Winkler MOVED, seconded by Ms. Seifert and carried unanimously –

**TO** recommend the Board rescind Regulation 5536.2, Service Passes.

*Recording Secretary Note: If Policy 5536.1, Guest Passes is tentatively approved for amendment, Regulation 5536.2 will be placed on the September 23, 2014 Board agenda.*

**COMMITTEE MEMBER COMMENTS**

Committee members spoke of the work the Committee accomplished this year, follow-up from staff, and microphones not working in Clubhouse Four. The Chair announced the need for the Committee to go into Executive Session. The guests and Recording Secretary were excused at 2:00 p.m.

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

**ADJOURNMENT**

The Chair adjourned the meeting 3:52 p.m.

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Mike Supple, Chair  
EXECUTIVE COMMITTEE  
MM 7.7.14

# Golden Rain Foundation Executive Committee Report For May 2014

June 2, 2014

Presented By: Carol Weller,  
Mutual Administration Manager

## Aging Receivables

1.

Month	Starting Balance		
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)	
May-14	\$59,041.85	\$(53,309.36)	
Yearly	Total Collected	<b>\$(101,066.56)</b>	

## Litigations & Insurance Claims

2.

• May, 2014:	Litigations	<u>11</u>
• May, 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-to-date 2014:	<u>525</u>

## 4. Mutual Issues – Globalized & Rescinded Policies

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

5. Stock Transfers – Escrows – Transfers Year-to-Date 2014

MUT →	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	
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	43
Apr	4	4	4	0	4	1	2	0	0	2	3	2	0	4	0	0	28
May	9	7	7	0	2	1	1	5	4	1	2	2	1	3	0	2	47

Total Sales Through April 2014 = 151	Total Sales Through April 2013 = 282	(-46.45%)
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Transfers of Ownerships	15	
Pets Registered	594 Dogs	336 Cats
Caregivers	319year to-date	20 registered in May

6.

**Budget Variance Report April, 2014 - Dept Name - CC ##33**

GL Code	Account Description	Variance	Explanation
64821	Meals & Events	(\$88)	Refreshments for (2) Seminars (Legal & Realtors)
53600	Stock Transfer Fees	(\$18,832)	Drop in escrow sales - Sales down -46.45% for 2014
5385..	Other Income	(\$6,310)	Drop in in-house Member transfers & fees
<b>Total :</b>		<b>- (\$25,230.00)</b>	

Social Services Monthly Cases Overview – May, 2014

7. Tiffany Munholland – Social Services Liaison

Mutual	Open Cases	Closed Cases	Mutual	Cases Open	Cases Closed
One	8	3	Nine	3	1
Two	13	3	Ten	8	2
Three	9	0	Eleven	3	1
Four	3	0	Twelve	5	2
Five	8	0	Fourteen	4	1
Six	5	1	Fifteen	9	0
Seven	5	2	Sixteen	1	0
Eight	1	2	Seventeen	4	0
			<b>Total</b>	<b>89</b>	<b>18</b>

## Golden Rain Foundation Executive Committee Human Resources Report – June 2, 2014

### Human Resources Department Wage and Benefits Variance Report – *April 2014*

Description	Actual	Budget	Variance	Reason for Variance
Salaries & Wages	\$54,833	\$56,191	\$1,358	Reduction of HR Salaries due to New Hire
Group Insurance Medical	\$1,889	\$3,205	\$1,316	Reduction due to New Hire
Retirement Fund	\$754	\$2,247	\$1,493	New hire not eligible
Emp. Recruitment/Temp	\$728	\$0	(\$728)	Recruitment Ad from October 2013 Bill reconciled in 2014/Background Checks
Dues & Memberships	\$0	\$925	\$925	No Dues or Memberships due yet in 2014
<b>Total Explained Variances</b>			<b>\$4,364</b>	

<i>YTD</i>				
<i>G/L</i> Number	Description	Actual	Budget	Budget Variance
<i>Expenses</i>				
61000	Salaries & Wages	\$54,833	\$56,191	<b>\$1,358</b>
61400	Payroll Taxes	4,404	4,526	<b>122</b>
61420	Workers Compensation	906	985	<b>78</b>
61430	Group Insurance Medical	1,889	3,205	<b>1,316</b>
61433	Group Insurance - Dental	63	73	<b>10</b>
61435	Group Insurance - Vision	47	63	<b>16</b>
61440	Retirement Fund	754	2,247	<b>1,493</b>
61450	Group Insurance - Life	123	178	<b>55</b>
61460	Long Term Disability Insurance	163	339	<b>176</b>
64750	Empl. Recruitment / Temp. Fees	728		<b>(728)</b>
64830	Dues & Memberships		925	<b>925</b>
66255	Employee X-Rays & Exams	101		<b>(101)</b>
<b>Total Expenses</b>		<b>64,012</b>	<b>68,732</b>	<b>4,719</b>

#### 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 has been referenced with current policies. This is currently in progress.

### **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 pending for employee self-service. Roll-out with new employee handbook.

### **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. – Blackout period ended on 5-7-2014. One week early. Conversion went smoothly.
- g. One-on-One financial planning sessions have been scheduled for June 9<sup>th</sup> and 10<sup>th</sup>. 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 May – 5 Positions (2 positions filled)**

- a. Media Manager – Full-time (Filled – Started 5-23-2014)
- b. Security Officer – 3 Part-time (Accepting applications)
- c. Bus Driver – Part-time (Position filled)

## **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.
- e. Work on the creation of bid during May/June. Look at the needs of each department. Project moved to purchasing area.

## **12. 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 5-31-2014.

## **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. We had two (2) claims in the month of May. Both involved strains.
- d. Safety training has renewed focus on proper lifting techniques.



### 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	2	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
<b>Total</b>	<b>2</b>	<b>22</b>	<b>18</b>	<b>14</b>	<b>11</b>

**Executive Committee Report compiled by: Ruth Smith, Human Resources Manager  
6-1-2014**