

EXECUTIVE COMMITTEE MINUTES
February 3, 2014

The regular meeting of the Executive Committee, held on Monday, February 3, 2014, was called to order at 1:00 p.m. by Chair Supple in the Administration Conference Room, followed by the Pledge of Allegiance led by Recording Secretary McAuley.

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 Mr. R. Ankeny, Executive Director
Guests: Ms. R. Smith, Human Resources (HR) Manager
 Mrs. C. Weller, Mutual Administration Manager
 Mrs. E. Gomez, Safety Coordinator
 Miss. C. Knapp, Assistant to GRF President
 Mrs. M. McAuley, Recording Secretary
 Mr. J. Demarco, GRF Representative, Mutual Two
 Mrs. B. Osborne, GRF Representative, Mutual Four
 Ms. B. Coven, GRF Representative, Mutual Five
 Ms. P. Wilson, GRF Representative, Mutual Eight
 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 Foundation purposes; recording of this meeting by shareholders or committee members is not permitted.

He congratulated the Human Resources (HR) Manager on her recertification for the Senior Professional Human Resources (SPHR) certificate.

MINUTES

The regular meeting minutes of January 6, 2014, were approved by MOTION of Mrs. Wood, seconded by Ms. Stone and carried unanimously.

REPORTS

Human Resources Manager

The HR Manager presented her report as attached.

Mutual Administration Manager

The Mutual Administration Manager presented her report as attached.

Executive Director

The Executive Director reported the Project Coordinator/Building Inspector's recent resignation. He and the HR Manager are working on securing a replacement for this position. He reported that flu vaccines are available to employees at the Health Care Center. If an employee chooses to obtain the vaccine, he/she must be clocked out for liability reasons to the Foundation.

Foundation President

The President reported the GRF Board will be meeting in Executive Session on Friday, February 14, 2014, at 1:00 p.m. in Clubhouse Three, Room One to discuss contract, personnel and legal business.

NEW BUSINESS

Approve 2014 GRF Election Material

In accordance with Policy 5025, Election Procedures, the Executive Committee is charged with reviewing the election materials prior to the distribution of these items. The following items were reviewed: Candidate Instructions, Application for Candidacy, Article "How to be a Candidate on the GRF Board for Even-Numbered Mutuals," and the 2014 Schedule for Election of GRF Directors Representing Even-Numbered Mutuals.

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

TO accept the 2014 Election Materials as presented.

With thanks, the Assistant to the President left the meeting at 1:21 p.m.

Establish Emergency Preparedness Subcommittee

At its meeting on December 4, 2013, the Physical Property Committee approved Kathy Rapp chair an Emergency Preparedness Subcommittee to include the GRF President, Executive Director, staff, Planning for Emergency Preparedness (PEP), Mutuals, and interested shareholders to determine how to use the physical structures and coordinating activities between GRF and Mutuals in cases of an emergency.

On January 3, 2014, the Physical Property Committee approved the subcommittee members and submitted the information to the Executive Committee for approval. The members will include Kathy Rapp as Chair; staff members Randy Ankeny, Mark Weaver, Jaime Guerrero, Grant Winford, and Eloy Gomez; GRF Board members Larry Blake and Ron Kravitz; and PEP members Ann Pepper, Edie Hugo-Kirman, Mike Clairmont, and Geneva Potepan.

The purpose of the subcommittee is to join the GRF with PEP's existing grassroots efforts to develop a plan and protocols for use in the event of an emergency.

Ms. Winkler MOVED and Ms. Stone seconded –

TO recommend the Board establish an Emergency Preparedness Subcommittee, and approve the appointment of the chair and list of members to the committee, as listed above, with the understanding that the subcommittee will report to the Physical Properties Committee.

After discussion, the motion passed with one abstention (Seifert).

Amend Policy 5536.1 – Guest Passes

The Executive Committee has recommended 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 April 22, 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. At its meeting on February 3, 2014, the Executive Committee unanimously recommended the following changes:

- Change the Policy title from “Guest Passes” to “Community Entrance 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;
- 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 \$3 fee may be charged for each service pass issued;
- Caregiver passes will be made available in compliance with Mutual Policy 7557, Caregivers; and
- Caregivers must wear their caregiver passes and badge holder at all times while in the community.

After discussion, Ms. Stone MOVED, seconded by Mrs. Wood and carried unanimously –

TO recommend the Board approve the amendment of Policy 5536.1, Guest Passes, pending a minimum 30-day notification to the membership and a final decision on April 22, 2014, to reflect the changes as stated above.

Rescind Regulation 5536.2 – Service Passes

Regulation 5536.2, Service Passes, outlines the process used by the Foundation to distribute service passes to individuals who perform services in the community and individuals working for residents in their homes. The information in this regulation has been updated and included in the proposed amendment to Policy 5536.1, Guest Passes. If approved, the regulation is no longer needed and can be rescinded.

Ms. Winkler MOVED, seconded by Mr. Blake and carried unanimously –

TO recommend the Board rescind Policy 5536.2, Service Passes.

Recording Secretary's Note: If Policy 5536.1, Guest Passes, is tentatively approved for amendment, the rescission of Regulation 5536.2 will be placed on the April 22, 2014 Board agenda.

Amend Job Description 3190.3 – Social Services Liaison

The Social Services and Legal Liaison position was established in March 2012. The incumbent assists the Mutual Administration Manager in case work involving shareholder concerns, issues, and/or complaints. On an as-needed basis, the incumbent makes visits to shareholder units to determine causes of the above-mentioned issues or complaints for resolution.

The position description was recently reviewed by the incumbent, the Mutual Administration Manager, the HR Manager and the Foundation's corporate attorney in order to bring the description current on specific duties, actions and responsibilities.

Staff suggested the following changes and corrections:

- Change the position description title to Social Services Liaison;
- Delete references to legal matters, potential litigation, arbitration, Executive Session Board meetings, and working with the Social Services Department Clinician;
- Replace "evaluate" with "monitor" and "assess;"
- Add information on documenting all communication regarding life safety evaluations; and
- Delete preference of Masters Degree in Social Work and legal background or paralegal training.

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

TO amend Job Description 3190.3, Social Services Liaison,
as described above.

FOUNDATION MEMBER COMMENTS

Foundation members spoke on forming the Emergency Preparedness Subcommittee, the upcoming legal seminar, the GRF Board meeting on February 14, 2014, the GRF election, displaying contents for the audience to view during the meeting, using current civil codes, long-term employees and their loyalty, under-age residents, and qualifications for the Social Services Liaison.

COMMITTEE MEMBER COMMENTS

Committee members spoke on distribution of staff reports before meetings, the numerous titles for residents, and displaying material relating to the agenda.

The Chair thanked guests for their attendance and participation. He announced the need for the Committee to go into Executive Session. The guests were excused at 2:46 p.m.

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

ADJOURNMENT

The meeting was adjourned at 4:52 p.m.



Mike Supple, Chair
EXECUTIVE COMMITTEE
MM 2.11.14