

EXECUTIVE COMMITTEE MINUTES

April 7, 2014

The regular meeting of the Executive Committee, held on Monday, April 7, 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 Mr. R. Ankeny, Executive Director
Guests: Ms. R. Smith, Human Resources (HR) Manager
Mrs. C. Weller, Mutual Administration Manager
Mr. J. Guerrero, Security Chief
Mr. E. Gomez, Safety/Emergency Coordinator
Mrs. M. McAuley, Recording Secretary
Ms. E. Briskey, Charles Briskey Real Estate
Mr. R. Kravitz, Chair of Security, Bus & Traffic Committee
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 March 3, 2014, were approved by MOTION of Mr. Blake, seconded by Ms. Stone and carried unanimously.

GUEST SPEAKER

Ms. Briskey is from the On-Site Sales Office for Charles Briskey Real Estate. Ms. Briskey spoke on the possibilities as to why the February resales income was dramatically reduced compared to the prior month; some of the reasons for sales to be

low at this time of year are for the following reasons: tax season, lenders being strict on loans, and extended escrow closing dates.

She reported that all available listings are shown by the broker. Sales training is given to staff on a daily basis. When a listing has sold, the GRF receives 54% of the commission. To improve marketing and sales, Ms. Briskey is going to look in to advertising in a variety of newspapers, developing a website and providing a visual tour for listings.

With thanks, Ms. Briskey was excused from the meeting at 1:22 p.m.

REPORTS

Safety/Emergency Coordinator

The Safety/Emergency Coordinator gave a presentation on his job duties, skills and knowledge as attached. After answering questions from the committee members, the Safety/Emergency Coordinator was excused at 1:43 p.m.

Security Chief – Gates and Patrol Manual

The Security Chief presented a Gates and Patrol Manual for the Committee's review. The manual addresses many areas of the Mutuals' concern, Department operation, continuity and chain of command, customer service goals, photo and visual indicators referencing water heater alarms and water shut-off valves, and how to open and shut down the St. Andrews Gate. The Committee thanked him for his efforts. He reported that he will continue to update.

The Security Chief was excused at 1:43 p.m.

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 presented his report at attached. He announced that the Community Facilities Manager received his CACM certification. A Media Policy has been drafted for the Committee to review and bring back to the next meeting with suggestions and comments.

UNFINISHED BUSINESS

Amend Policy 5061.1 – Initiation Fee

Regulation 5061.1, Initiation Fee, relates to the application of fees administered by the Mutual Administration Department. It is recommended the Regulation be converted into a Policy and updated to be in compliance with current policies and operating practices. Recommendations include:

- change the regulation to a policy and change the title from Initiation Fee to Application of Fees;
- change “initiation fee” to “membership fee;”
- add information that the Executive Committee will review all fees annually during the fourth quarter of the year;
- change “Administrative Services Dept.” to “Mutual Administration Dept.;
- change “Mutual Withdrawal Inspection Fee” to “Mutual Escrow Withdrawal Inspection Deposit,” and the amount from \$2,500-\$3,500 to \$5,000-\$10,000;
- add a range of \$500-\$1,000 to the Mutual Inspection Processing Fee;
- change the Replacement Photo ID Card fee from \$5 to \$10; and
- add a Mutual Escape Tax Deposit of \$3,000 as set forth in Policy 7709.1.

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

TO recommend the Board approve the amendment of Regulation 5061.1, Initiation Fee to Policy 5061.1, Application of Fees, with changes as set forth above.

(Recording Secretary's note: The Committee has recommended the GRF Board of Directors consider a change to an operating rule. The Board will make a final decision on this proposed operating rule change on July 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.)

NEW BUSINESS

Rescind Obsolete Policies

In reviewing Foundation documents, regulations and policies were discovered to be obsolete:

- Regulation 3010, Committee Minutes
- Regulation 3381, Use of Telephone Equipment
- Policy 4121, Position Descriptions
- Policy 5010, Internal Operations
- Policy 5515, Microfilm Storage

- Policy 5520, Energy Conservation
- Policy 5532, Telephone Answering and Listing

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

TO recommend the Board approve the rescission of the above-listed policies and regulations.

Amend Policy 1201 – Photo Identification Cards

Policy 1201, Photo Identification Cards, relates to how photo identification cards are issued.

The Committee reviewed the suggested changes to Policy 1201, Photo Identification Cards:

- Add “Photo identification cards will be issued by the Stock Transfer Office with authorization from the Mutual Administration Manager;”
- Change fee for replacement card from \$5 to \$10 for the first replacement;
- For any subsequent losses within 24 months of the first loss the fee will be \$15

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

TO recommend the Board approve the amendment of Policy 1201, Photo Identification Cards, with changes as set forth above.

(Recording Secretary’s note: The Committee has recommended the GRF Board of Directors consider a change to an operating rule. The Board will make a final decision on this proposed operating rule change on July 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.)

Amend Policy 1801 – Qualified Permanent Residents and Co-Occupant Agreements

The Committee unanimously recommended the following changes to Policy 1801:

- Change Policy name to Qualified Permanent Residents;
- Capitalize 2b;
- Add “as resided with the qualifying senior citizen prior to death, hospitalization, or other prolonged absence, or the dissolution of marriage with the senior citizen;”
- Add “has met the eligibility and financial criteria for membership, paid the fees, completed the transfer documents in the Stock Transfer Office, and been approved by the Mutual;”

- Add “Once approved, the Qualified Permanent Resident is recognized as an owner of the Mutual Share of Stock certificate and the Golden Rain Foundation membership certificate;”
- Add “The Qualified Permanent Resident is issued a Golden Rain Foundation Photo I.D. Card and accorded all the ownership privileges of a member/shareholder;”
- Add “upon the death or dissolution of marriage, or upon the hospitalization or other prolonged absence of the Resident/Stockholder, the Qualified Permanent Resident has the right to continue residency in the dwelling unit. (Reference: Policy 1802, Qualified Permanent Resident Agreement);”
- Change “years of age to 45 or older, or is a spouse, cohabitant, or person providing primary physical or economic support to Resident/Stockholder;”
- Add “has resided with the qualifying senior citizen prior to death, hospitalization, or other prolonged absence, or the dissolution of marriage with the senior citizen;”
- Add “has applied for residency status under the Co-Occupant Agreement in the Stock Transfer Office, paid the established fees and been approved by the Mutual;”
- Add “upon the death or dissolution of marriage, or upon hospitalization or other prolonged absence of Resident/Stockholder, the co-occupant covenants and agrees that he/she has no right to continue in residence. (Reference: Policy 1803, Co-Occupant Agreement);”
- Add “Health Care Provider A permitted health care resident is a person of any age hired to provide live-in, long-term, or terminal health care to a qualifying senior resident, or a family member of the qualifying senior resident providing that care;”
- Add “the Resident Stockholder should register the health care provider and apply for a caregiver pass pursuant to Mutual Policy 7557, Caregivers;”
- Add “A permitted health care resident shall be entitled to continue his or her occupancy, residency, or use of the dwelling unit as a permitted resident in the absence of the senior citizen from the dwelling unit only if both of the following are applicable: (Reference: Civil Code 51.3);”
- Add “the senior citizen became absent from the dwelling due to hospitalization or other necessary medical treatment and is expected to return to his or her residence within 90 days from the date the absence began;”
- Add “the absent senior citizen or an authorized person legally acting for the senior citizen submits a written request to the owner, board of directors, or governing board stating that the senior citizen desires that the permitted health care resident be allowed to remain in order to be present when the senior citizen returns to reside in the development;”

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

TO recommend the Board approve the amendment of Policy 1801, Qualified Permanent Residents and Co-Occupant Agreements, with changes as set forth above.

(Recording Secretary's note: The Committee has recommended the GRF Board of Directors consider a change to an operating rule. The Board will make a final decision on this proposed operating rule change on July 22, 2014, after consideration of comments made by Foundation members. This process is recommended in accordance with Section 1357.130 (a) of the Davis-Stirling CID Act.)

FOUNDATION MEMBER COMMENTS

Foundation members spoke on researching other insurance brokers for next year's renewal, the amendment of Policy 5020, Organization of the Board, and escrow fees.

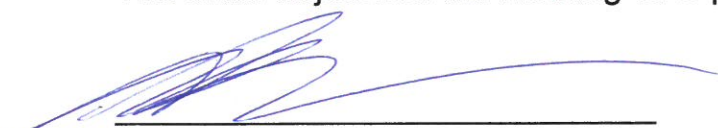
COMMITTEE MEMBER COMMENTS

The Chair announced the last two roundtable meetings have been cancelled for April and May. The Chair thanked guests for their attendance and participation. He announced the need for the Committee to go into Executive Session. The guests and Recording Secretary McAuley were excused at 4:22 p.m.

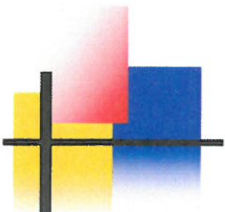
During Executive Session, the members discussed legal and personnel matters.

ADJOURNMENT

The Chair adjourned the meeting 5:26 p.m.



Mike Supple, Chair
EXECUTIVE COMMITTEE
MM 3.14.14



Eloy Gomez

**Safety & Emergency
Coordinator**



Certifications

- **Emergency Management Specialist**
by California Specialized Training
Institute (CSTI) in San Luis Obispo.
- **Earthquake: Preparedness &
Response** by Federal Emergency
Management Agency (FEMA)



Certifications (cont)

- **Community Emergency Response Team (CERT) Trainer** by California Citizen Corps/Volunteers
- **CPR, First Aid & AED Trainer** by the American Red Cross



Certifications (cont)

- Currently working to obtain my **Cal-Occupational Safety & Health Administration (Cal-OSHA) General Industry Trainer's Certification.**



Job Responsibilities

- **Chairs the Safety Committee and conducts all meetings.**
 1. We meet on a monthly basis.
 2. We have created a Safety ad hoc Committee.
 3. Workers comp. insurance representative conducts safety inspections on a quarterly basis.



Job Responsibilities (cont)

- Inspects facilities, work sites, vehicles, equipment and tools to ensure compliance with applicable regulations.

Safety Inspection (Before)



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Safety Inspection (After)

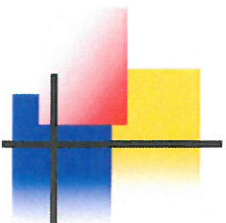


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Job Responsibilities (Cont)

- **Work with Social Services Liaison**
 1. Field work 2-3 afternoons per week.
 2. Number of visits depend on case load and time spent per visit.



Job Responsibilities (Cont)

- Trains Building Captains in procedures & forms to use during emergencies & works closely with Mutual emergency coordinators to ensure knowledge of emergency procedures.
- 1. Meet with Mutual Emergency Coordinators after elections.



Current Projects

- **Developing programs to maintain an injury free work place.**
 1. Employee safety commendation program.
 2. Safety Improvement suggestion Program.
 3. Restriction areas.



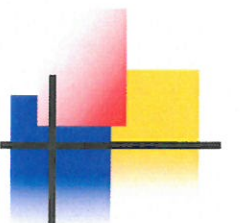
Current Projects (cont)

- **Updating Emergency Preparedness Manual.**
 1. Meeting with the Emergency Preparedness Sub-Committee
 2. Reviewed section 1-4
 3. Prepare for the Great ShakeOut



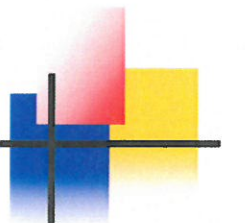
Current Projects (Cont)

- Preparing Emergency Preparedness presentation for Mutual Captains.
 1. Mutual 2, May.
 2. Other Mutual's after elections.



Current Projects (cont)

- Scheduling CERT Training for 2014 and Working with the Planning for Emergency Preparedness (PEP) group for their All Building Captains Meeting.
 1. CERT appreciation day (May 31st)
 2. All Captains Meeting (August)



Current Trend in LW

- Fires are on the rise.
 1. 1 fire in January
 2. 1 fire in February
 3. 8 fires in March



Questions?

- Thank you,
- Eloy Gomez, Safety & Emergency Coordinator (562) 431-6586 Ext. 356.

Golden Rain Foundation Executive Committee Reports

April 7, 2014

1. **PROJECTS UPDATE**

Legal Seminar for Golden Rain Board and Mutual Boards
Completed

Annual Realtor's Conference for Golden Rain Board & Mutual Boards
Completed

Directors Legal Seminar for Newly Elected Officers & Directors July

- Contact to Mutual Attorneys to participate in a post-election legal seminar
- Pending/ this will be possibly a two-day event
- Revision of Pass Policy 5536 Complete/Back to Exec. Com. April 7th
- Presentation of Draft of Revised Escrow Disclosures and Pre-Listing Site Visit

2. **Mutual Issues – Globalized Policies**

- New Policy 7590G– Feeding Wild Animals
Currently being approved at Mutual Board.
- New Policy 7551G -Unsanitary Conditions and fire Loaded Conditions
Currently being approved at Mutual Board
- 7427G – Barbeques
Currently being approved at Mutual Board

3. **Aging Receivables**

● Beginning January, 2014/carry over 2013:	\$92,784.32
● Amount Collected in January, 2014:	\$18,432.30
● Amount collected in February, 2014:	\$40,489.57
● Amount Collected ion March, 2014	\$11,416.82

4. **Current Litigations & Insurance Cases**

● March, 2014:	Litigations	11
● March, 2014:	Insurance Claims	7

5. **Rules Compliance Letters and Open Cases**

● Total Rules Compliance letters sent in year 2013:	785
● Total Rules Compliance letters sent year-to-date (2014):	443

Golden Rain Foundation

Stock Transfer Agent Report

March 2014

1. Escrow Sales

- a. 38 Total monthly sales
- b. 80 Total sales year to date
- c. \$7,938,900.00 Total monthly sales amount
- d. \$16,171,700.00 Total sales amount year to date

2. Transfers

- a. 5 Total simple transfers completed
- b. 3 Total membership transfers completed

3. Pet Registration

- a. 6 Dogs registered this month
- b. 582 Total Dogs registered
- c. 0 Cats registered this month
- d. 324 Total Cats registered
- e. 0 Other pets registered this month
- f. 16 Total other pets registered

4. Caregivers

- a. 272 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. 0 Purchase Requests

Golden Rain Foundation Executive Committee Report

April 7, 2014

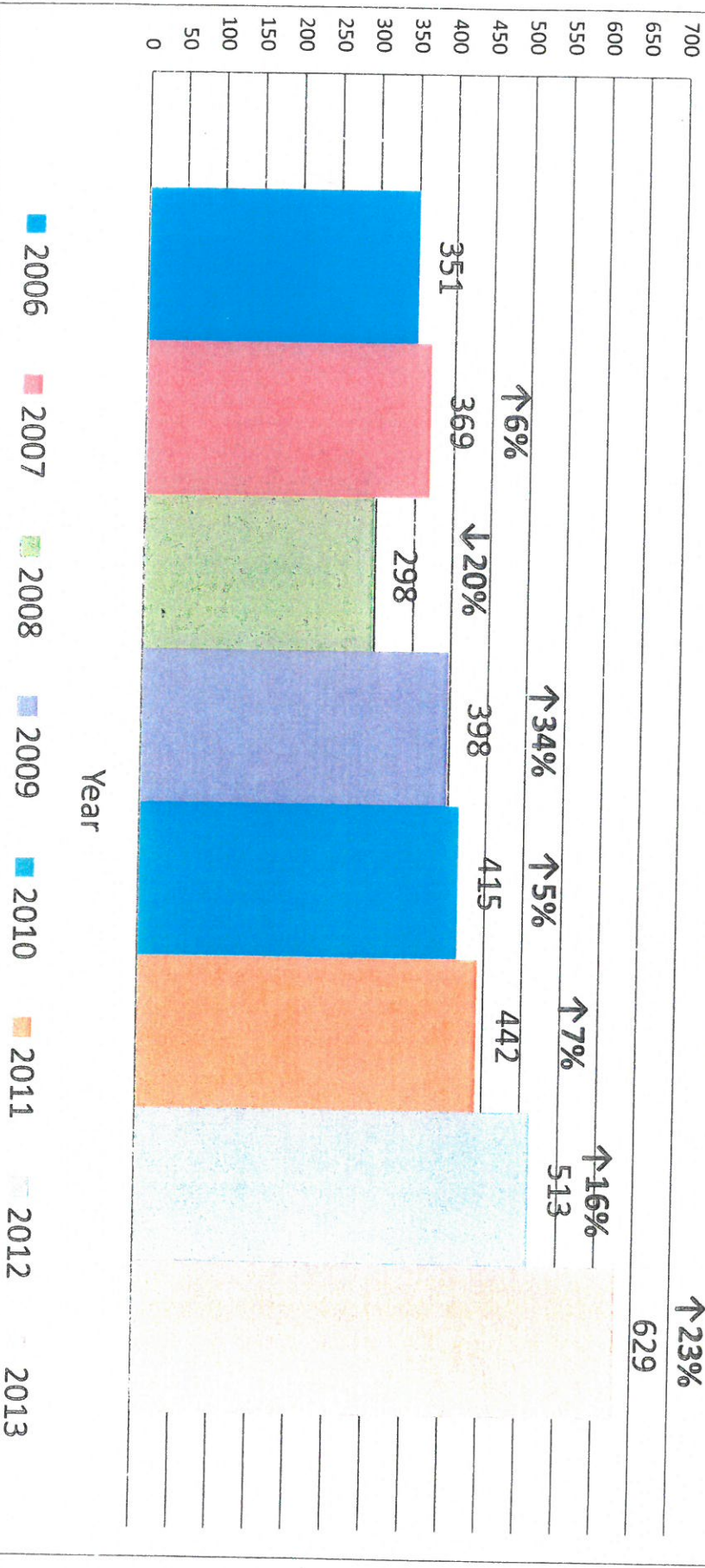
Social Services Monthly Case Overview
Tiffany Munholland, Social Services Liaison

March 2014	Mutual	Open Cases	Cases Closed
	1	16	4
	2	18	11
	3	6	4
	4	4	1
	5	7	5
	6	4	2
	7	7	3
	8	5	0
	9	5	3
	10	7	0
	11	3	3
	12	9	6
	14	5	2
	15	8	4
	16	1	0
	17	2	0
	Total	107	48

Cases of Food delivered: 155

Mutual Escrows Closed - 2006-2013																	Year
Year	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M14	M15	M16	M17	Total
2006	55	49	26	20	30	12	13	19	29	11	11	24	16	27	2	7	351
2007	47	54	13	36	30	24	10	21	14	24	21	24	16	26	4	5	369
2008	52	35	20	19	26	20	15	12	13	10	10	16	15	21	3	6	298
2009	51	55	33	26	28	20	19	28	27	15	19	28	15	26	5	3	398
2010	50	60	33	25	29	18	22	30	27	19	16	31	18	24	6	7	415
2011	60	39	42	26	34	32	24	23	24	15	30	22	20	36	6	9	442
2012	82	58	27	24	46	32	30	26	36	21	26	26	25	42	7	5	513
2013	94	72	50	43	33	37	39	41	51	31	30	43	19	32	9	5	629

Mutual Escrows Closed 2006-2013



Mutual Escrows Closed to-Date

Monthly - 2014

First quarter – January through March

Month	M1	M 2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M14	M15	M16	M17	
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	5	2	3	4	0	4	3	2	1	0	2	4	3	0	2	38
Apr																	
May																	
June																	
July																	
Aug																	
Sept																	
Oct																	
Nov																	
Dec																	

Total Sales 1st quarter 2014 → 80

Total sales 1st quarter 2013 → 138

% under last year is a <-42%>

Monthly Mutual Meeting Schedule

April 3, 2014

Presidents' Council

To all Mutual Boards:

In order to better facilitate the use of staff in an efficient manner in the Mutual Administration Office, the following schedule for staff attendance in the mutual monthly meetings is being established. By setting a timeline, the Mutual Administration office staff will be better able to serve the various mutuals by having more time for special projects, as well as diversify the workload more efficiently, in an attempt to prevent the need for more staff positions.

The mutual secretaries will have your meetings set up and will be in attendance when your meetings begin. The mutual secretaries and the Mutual Administration Manager will exit all morning meetings by 12:15 p.m. and all afternoon meetings by 4:15 p.m. In accordance with labor laws, the secretaries will require a (15) minute break in the morning meetings and a (15) minute break in the afternoon meetings. This notice is posted on your Agenda.

Meeting Day	Mutual	Mtg. Time	Mut. Admin. Mgr. Attends @	All Staff will Exit Mtg. @
1 st Monday	Exec. Com.	1:00 p.m.		
1 st Tues	Mut 17	1:30 p.m.	2:00 p.m.	4:15 p.m.
1 st Thursday	Pres. Counc.	9:00 a.m.		
2 nd Monday	Mut 9	9:30 a.m.	10:00 a.m.	12:15 p.m.
2 nd Wednesday	Mut 4	9:30 a.m.	10:00 a.m.	12:15 p.m.
2 nd Thursday	Mut 12	9:30 a.m.	10:00 a.m.	12:15 p.m.
2 nd Friday	Mut 3	9:30 a.m.	10:00 a.m.	12:15 p.m.
3 rd Monday	Mut 16	9:30 a.m.	10:00 a.m.	12:15 p.m.
3 rd Monday	Mut 15	1:00 p.m.	1:30 p.m.	4:15 p.m.
3 rd Tuesday	Mut 14	1:30 p.m.	2:00 p.m.	4:15 p.m.
3 rd Wednesday	Mut 5	9:30 a.m.	10:00 a.m.	12:15 p.m.
3 rd Wednesday	Mut 7	1:00 p.m.	1:30 p.m.	4:15 p.m.
3 rd Thursday	Mut 2	9:30 a.m.	10:00 a.m.	12:15 p.m.
3 rd Thursday	Mut 11	1:30 p.m.	2:00 p.m.	4:15 p.m.
3 rd Friday	Roundtable	1:00 p.m.		
4 th Monday	Mut 8	1:30 p.m.	2:00 p.m.	4:15 p.m.
4 th Tuesday	GRF Open	10:00 a.m.		
4 th Wednesday	Mut 10	9:15 a.m.	10:00 a.m.	12:15 p.m.
4 th Thursday	Mut 1	9:45 a.m.	10:00 a.m.	12:15 p.m.
4 th Friday	Mut 6	9:30 a.m.	10:00 a.m.	12:15 p.m.

AGENDA

Regular Monthly Meeting of the Board of Directors
Seal Beach Mutual No. Thirteen, A Common Interest Development
March 27, 2014 – Administration Conference Room -

Open Forum for Shareholders – 9:30 to 9:45 a.m.
All Staff will exit meeting @ 12:15 p.m.

		Names of Directors
Call to Order and Pledge of Allegiance		
Roll Call		
Introduction of: GRF Representatives & Guests & Staff		
GRF Representatives		
Mrs. Weller, Mutual Administration Manager/ Enters @10:00 a.m.		
GRF Inspector		
Mutual Secretary		
Approval of Regular Minutes: February 27, 2014		
Building Inspector's Report		
Old Business:		
a. Roofing		
b. Discussion of Policy		
c. Miscellaneous Topics		
d.		
e.		
f.		
g.		
New Business:		
a. Landscape Contracts		
b. Miscellaneous Topics		
c.		
d.		
e.		
REPORTS – May be submitted & attached		
GRF REPRESENTATIVE'S REPORT		
PRESIDENT'S REPORT		
VICE PRESIDENT'S REPORT		
CHIEF FINANCIAL OFFICER'S REPORT		
SECRETARY'S REPORT		
COMMITTEE REPORTS – May be submitted & attached		

**Golden Rain Foundation Executive Committee
Human Resources Report
April 7, 2014**

Human Resources Department Wage and Benefits Variance Report – February 2014

Description	Actual	Budget	Variance	Reason for Variance
Salaries & Wages	\$27,049	\$28,093	\$1,044	Reduction of HR Salaries due to New Hire
Group Insurance Medical	\$2,672	\$1,603	(\$1,069)	Former employee posted incorrectly. Credit has been requested
Retirement Fund	\$377	\$1,123	\$746	New hire not eligible
Emp. Recruitment/Temp	\$528	\$0	(\$528)	Recruitment Ad from October 2013 Bill reconciled in 2014
Total Explained Variances			\$193	

<i>Human Resources - CC 20 For the Two Months Ending February 28, 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	\$27,049	\$28,093	\$1,044
61400	Payroll Taxes	2,481	2,262	(219)
61420	Workers Compensation	536	492	(43)
61430	Group Insurance Medical	2,672	1,603	(1,069)
61433	Group Insurance - Dental	126	35	(91)
61435	Group Insurance - Vision	40	33	(7)
61440	Retirement Fund	377	1,123	746
61450	Group Insurance - Life	24	86	62
61460	Long Term Disability Insurance	48	171	123
64750	Empl. Recruitment / Temp. Fees	528		(528)
64830	Dues & Memberships		465	465
Total Expenses		33,881	34,363	483

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

2. Health Benefits Renewal

- a. Met with Insurance Broker for initial review of renewal information on 1-20-2014.
- b. Reviewed renewal information with Executive Committee on 2-3-2014.
- c. Reviewed renewal information with Board of Directors on 2-14-2014. Modification of Benefits Policy 4410 was also reviewed.
- d. Request approval for benefits renewal and policy change from Board of Directors on 2-25-2014 (Approved)
- e. Notify employees of change (2-26-2014)
- f. Conduct Open Enrollment meetings for all eligible staff in early March
- g. Open enrollment completed and plan went into effect on 4-1-2014

3. 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. Once final draft is received from Mr. Payne, handbook will be review with Executive Committee and then full Board.

4. 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. Estimated date for go-live for Manager/Employee self-service is April 2014.

5. Performance Management System

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

6. 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 in May 2014.

7. Management Development

- a. Management staff participated in a behavioral assessment in February 2014.
- b. Assessment will be reviewed at Management meeting in March 2014.
- c. Team building and Leadership exercises will continue over next year.

8. 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 scheduled for 4-10-2014. Great West Representative and Financial Advisor, Ken Ulrich, will be present.
- f. Blackout period for change to commence on 4-28-2014 and will last approximately 2 ½ weeks.

9. 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 2014.
- c. Plan will be reviewed with Executive Committee and Board of Directors prior to 2015 Budget period for possible 1-1-2015 implementation.

10. Other Policy Updates

- a. Policy 4611 – Performance Evaluations, Policy 4311 – Vacation, Regulation 4322 – Sick Leave Program – Rescind, Policy 4420 – Group Life Insurance, Policy 4441 – Disability Insurance – All policies reviewed at 3-3-2014 Executive Committee. Board of Directors approved on 3-14-2014.

11. Recruitment – Current Openings 10 Positions

- a. Library Clerk – Part-time (Position Filled)
- b. Office Clerk/Classified Sales Person – Part-time (Position Filled)
- c. Project Coordinator/Building Inspector – Full-time (Interview Phase)
- d. Building Inspector – Full-time (Interview Phase)
- e. Media Manager – Full-time (Accepting applications – Some candidates identified)
- f. Security Officer – 2 Part-time (Accepting applications)
- g. Purchasing Supervisor – Full-time (Interview Phase)
- h. Bus Driver – 3 Part-time (Accepting applications)
- i. Property Recorder/AutoCAD Technician – Part-time/Temporary (Post 4-10-14)

12. 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.

13. 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 – April 2014

14. Safety

- a. We had one new claim report in January for an incident that occurred in June 2013. This claim is under review.
- b. No new injuries since 11-25-2013 (The 11-25-2013 injury was reported on 12-5-2013).

c. 2014 has been 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		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

*Report compiled by: Ruth Smith
Human Resources Manager
4-4-2014*

Executive Directors Notes

AES Plant improvements

AES has supplied 2 binders (over 2000 pages) representing AES's application for plant improvement. Copy available in the library updates will be supplied as they become available.

Haynes Plant

Spoke with plant management re "Bangs" at night, Haynes state that noise is coming from AES, Spoke with AES and explained that the noise is from a steam pressure release valve, (Note one reason AES is looking to modernize the plant).

Fires

Stove top/kitchen related fires/smoke calls are 3 times greater during the past 2 month from the previous year. Kitchen safety articles will be running in the paper.

After Hour Emergencies

If an after hour emergency occurs that would require the temporary housing of a shareholder Security will be taken the following measures:

1. The Shareholder will be asked if they have friends or family that need to be contacted for temporary housing. Security will provide assistance in making the calls.
2. No housing assistance (hotel) will be provided to the Shareholder without the expressed approval of the Mutual Board.
 - a. Security will initiate contact with the Mutual Board for approval.
 - b. The Mutual may through resolution provide a standing direction for Security.
 - c. The Mutual Administration Manger will be contacted.
 - d. The Executive Director will be contacted.

Volunteer Insurance

- An application has been submitted to seek the cost of volunteer insurance, with a goal to be able to provide a presentation at next month's Presidents Council.
- Note: General liability insurance coverage covers the acts of a volunteer but would not provide coverage for any injury that a volunteer incurred.
- Example: If a volunteer was on a roof and fell off and hit a Shareholder and both broke their legs, the shareholder that the volunteer fell on would be covered but not the volunteer.
- Presented at the April 3rd Presidents Council

Deductable Insurance

- Copy of proposal from attached.
- Premium would have to be shared by Mutuals who opted for the coverage on a pro rata basis.
- Presented at the April 3rd Presidents council

Earthquake

- No damages were reported.
- Staff went into emergency operational mode and performed a general inspection of all areas, with a priority on locations with gas lines.
- We are looking into cost effective emergency kits to be available for purchase.

Staffing Update

Final interviews are underway for:

- Purchasing Manager
- Project Coordinator
- Building Inspector.

Interview to begin this month for:

- Media Manager Position

Elections

See attached Memo dated 3/28/2014

Media

External news/media stories

- On Friday April 4th the following television news story ran in response to an incident of April 3, based upon a press release from SBPD (attached):
 - http://abclocal.go.com/kabc/story?section=news/local/orange_county&id=9491961
- Orange County Register
 - The most revolutionary community has quite an illustrious history
<http://www.ocregister.com/articles/world-608606-leisure-community.html>
 - Our neighborhoods: Leisure World develops community environment
<http://www.ocregister.com/articles/world-608603-leisure-community.html>