



**EXECUTIVE COMMITTEE MINUTES**  
**Friday July 10, 2015**

The meeting of the Executive Committee was held on Friday, July 10, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room. Mr. Larry Blake led the Committee in the Pledge of Allegiance.

**ROLL CALL**

Present:      Mrs. C. Damoci, Chair      Ms. K. Rapp  
                    Mr. P. Hood                      Mrs. J. Reed  
                    Mr. B. Lukoff                     Ms. L. Stone

Absent:        Ms. R. Winkler

Staff and      Mr. R. Ankeny, Executive Director  
Guests:        Mrs. D. Bennett, Recording Secretary  
                    Mr. L. Blake, GRF Representative, Mutual One  
                    Ms. P. Snowden, GRF Representative, Mutual Two  
                    Six Foundation Members

**CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the guests, committee members and staff, and reviewed meeting protocol. The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a 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 BOD at its regular Board meeting on the 4<sup>th</sup> 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 at the meeting in August.

In response to inquiries she has received, the Chair advised the Committee that the Vice Chair of the Executive Committee is the Corporate Secretary.

### **INTRODUCTION OF STAFF AND GUESTS**

The new Human Resources Director, Cindy Flynn, was introduced, as well as Executive Director Randy Ankeny and recording secretary, Deanna Bennett.

### **APPROVAL OF COMMITTEE MINUTES**

The Committee meeting minutes of May 12 and May 26, 2015 were approved, as printed.

### **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

Two shareholder/members spoke on correspondence to the Executive Committee.

### **CORRESPONDENCE**

Four items of correspondence were received by the Executive Committee; upon examination of the topics concerned, the correspondence will be redirected to the appropriate committee or the GRF Board of Directors for review.

### **OLD BUSINESS**

#### **Amend Policy 2002-30, Administration Organization**

Mr. Lukoff MOVED, seconded by Mr. Hood and carried unanimously-

**TO** recommend to the GRF BOD to amend Policy 2002-30, Administration Organization.

### **NEW BUSINESS**

#### **Name the Emergency Preparedness Sub-Committee**

The Chair advised that Ms. Paula Snowden will lead the Emergency Preparedness Sub-Committee and will announce the Sub-Committee members once they are confirmed.

#### **Re-write Sub-Committee**

The Chair notified the Executive Committee that the Policy Re-write Sub-Committee will hence forth be known as the Policies and Procedures Sub-Committee.

### Election Material Sub-Committee

The Chair informed the Executive Committee that the GRF election materials are in conflict with our By-laws and need to be rendered equivalent. It is believed that re-writing the election materials would be the most efficient course of action.

### Code of Ethics - Discussion only

Three Committee members and one shareholder/member spoke on the topic.

### Chair Training - Discussion only

Two Committee members spoke on the topic.

### New Golden Rain Foundation Pins - Discussion only

One Committee member and the Executive Director spoke on the topic.

### Update on Golden Rain Foundation Logo - Discussion only

One Committee member and the Executive Director spoke on the topic.

### By-laws - Discussion only

Five Committee members, one shareholder/member and the Executive Director spoke on the topic.

## **STAFF REPORTS**

### Human Resources Director

The Human Resources Director presented her report, as attached.

### Executive Director

The Executive Director advised that the new employee handbooks are nearing finalization. Departmental meetings will take place to introduce the new handbooks; staff will be requested to indicate, in writing, that they have read the contents.

## **SHAREHOLDER/MEMBER COMMENTS**

Four shareholder/members spoke the performance of the Security Department and car battery charging.

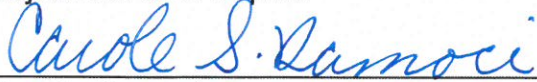
## **COMMITTEE COMMENTS**

Six Committee members spoke on the direction the Executive Committee has taken.

**EXECUTIVE SESSION**

The Chair called for a 10 minute break at 1:55 p.m. prior to entering executive session.

The Executive Committee returned to regular session at 3:11 p.m.; the meeting was adjourned at 3:12 p.m.



Carole Damoci

Chair, Executive Committee

07.15.15/dfb



## Golden Rain Foundation Executive Committee Human Resources Report – August 14, 2015

Below are the budget variances as of the end of July as previously reviewed in the July 10, 2015 Executive Committee meeting. Financial information for the month of August will be reviewed once the financial statements are available.

**1) GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$238,760** in Salaries and Employee Benefits

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	4,191,513	4,286,203	94,690
6100001	Vacation Accrual Expense	20,553	0	(20,553)
6101000	Commissions	21,544	20,103	(1,441)
6110000	Pay for Performance Provision	0	21,473	21,473
6140000	Employment Taxes	366,428	370,128	3,700
6142000	Workers' Compensation	336,353	427,877	91,524
6143000	Group Insurance - Medical	381,479	404,059	22,580
6143300	Group Insurance - Dental	9,012	9,440	428
6143500	Group Insurance - Vision	5,546	5,688	142
6144000	401(k) Match	82,509	102,247	19,738
6145000	Group Insurance - Life	15,181	15,773	592
6146000	Long Term Disability Insurance	12,554	18,441	5,887

**2) Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$25,301** excluding the GRF Vacation Accrual Expense. The variances are due to a temporary vacancy in the HR Director position, a lower number of applicants than anticipated, and fewer legal fees.

**3) Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **\$4,055**.

**4) Employee Handbook**

- a. Distributed to all employees in July, 2015. Original distribution schedule was delayed due to temporary vacancy in Director of H. R. position.

**5) HR Audits – 2015**

- a. 401(k) Financial/Procedural Audit (NSBN) – Audit completed and 5500 filed on July 31, 2015.

**6) Recruitment**

- a. Openings in August – 7 Positions

Position		Status	Dept
Golf Starter.	1 Part-time	Interviewing – Hire in August	46 – Recreation
Office/Recording Sec.	1 Full-time	Reposting job – Incumbent resigned	70 – Physical Properties
Purchasing Assistant	1 Full-time	Accepting Applications/Interviewing	32 – Purchasing
Office Secretary	1 Full-time	Accepting Applications/Interviewing	33 – Mutual Administration
Security Guards	3 Part-time	Accepting Applications/Interviewing	37 - Security
<b>Total Openings</b>		<b>7</b>	

## 7) Staff Counts

Current Staff Count – 220	Hires	Separations	Promotions
• July 2015	1	1	4
• YTD 2015	12	17	4
• Previous Year	37	38	9

## 8) Safety

- No lost time has occurred on any of the 2015 claims.
- One claim was filed in June for an issue with hand numbness, but the claim was determined to be non-industrial and was denied.
- One claim was made in July for a bus driver who had a medical emergency while operating his bus, but the claim is not expected to be considered industrial. The claim will be removed from this report if we receive confirmation that the claim has been denied.

**Workers Compensation - Job Accident Information by Month**

Month	Current Year 2015	2014	2013	2012	2011
January	0	0	2	0	1
February	0	0	1	1	0
March	2	0	1	4	1
April	2	0	3	2	0
May	0	2	1	0	0
June	0	1	0	2	0
July	1	0	1	2	2
August		2	4	2	4
September		1	2	3	2
October		0	3	2	0
November		0	3	0	0
December		0	1	0	4
<b>Total</b>	<b>5</b>	<b>6</b>	<b>22</b>	<b>18</b>	<b>14</b>

