



**EXECUTIVE COMMITTEE MINUTES
Friday August 14, 2015**

The meeting of the Executive Committee was held on Friday, August 14, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mrs. C. Damoci, Chair Mrs. J. Reed, Corporate Secretary
 Mr. B. Lukoff Ms. L. Stone, Treasurer
 Ms. K. Rapp Ms. R. Winkler, Ex-Officio

Absent: Mr. P. Hood

Staff and Mr. R. Ankeny, Executive Director
Guests: Ms. C. Miller, Controller
 Ms. C. Knapp, Stock Transfer Agent
 Mrs. M. McAuley, Recording Secretary
 Mr. P. Pratt, GRF Representative, Mutual Two
 Ms. P. Snowden, GRF Representative, Mutual Two
 Ms. M. Greer, GRF Representative, Mutual Eleven
 Mr. P. Friedman, GRF Representative, Mutual Fifteen
 Three Foundation Members

INTRODUCTION OF STAFF AND GUESTS

The Chair introduced and welcomed Foundation members, guest and Staff.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

CHAIR'S REPORT

The Chair reported Policy 5024-30, Committee Structure will be removed from the agenda for further investigation.

APPROVAL OF COMMITTEE MINUTES

The Committee meeting minutes of July 10, 2015 were approved, as printed.

OLD BUSINESS

Code of Ethics - Discussion only

The Committee members spoke on developing a Policy on Code of Ethics as suggested by the Foundation's Attorney.

New Golden Rain Foundation Pins - Discussion only

It was the consensus of the Committee members to forward this matter to the Architectural Design and Review Committee (ADRC).

Update on Golden Rain Foundation Logo - Discussion only

It was the consensus of the Committee members to forward this matter to ADRC.

By-Laws - Discussion Only

This matter is to be addressed by the GRF BOD.

Golden Rain Foundation Election Material Timeline

The Stock Transfer Supervisor and Committee members discussed the proposed timeline and scheduled the GRF election candidacy period beginning Wednesday, March 9, 2016 and ending Friday, April 8, 2016. The ballots will be mailed to Foundation members on Friday, May 6, 2016, with the ballot counting scheduled for Tuesday, June 7, 2016.

The Executive Director received approval from the Committee members to contact the Foundation's Attorney to review and report any potential legislation that may cause amendments to the current election requirements.

With thanks, the Stock Transfer Agent was excused at 2:04 p.m.

NEW BUSINESS

Review Preliminary Budget Cost Center 20, Human Resources; 22, Emergency Preparedness; 29, Administration Building; and 30, Administration

The Controller, Executive Director, Human Resources Director and Committee members reviewed the preliminary 2016 budget for Cost Centers 20; Human Resources; 22, Emergency Preparedness; 29, Administration Building; and 30, Administration.

SUB-COMMITTEE REPORTS

Emergency Planning Sub-Committee

Ms. Snowden confirmed the Sub-Committee has been renamed to Emergency Planning Sub-Committee. She presented a presentation at the Presidents Council meeting to form an Emergency Planning Council. The Great American Shakeout is on Thursday, October 15, 2015 at 10:15 a.m. GRF Directors and key Staff will meet in the Administration Conference Room.

Policy and Procedure Sub-Committee

The Chair stated she is establishing a Policy and Procedure Sub-Committee to address policies that are under the purview of the Executive Committee. Minutes of any Sub-Committee meetings will be produced, should a quorum of the GRF BOD be present and notification of any meetings held, will be published in the *Golden Rain News*. All other Committees are welcomed to submit their policies if they would like the Sub-Committee to review and provide suggestions. All GRF BOD are welcomed to attend and participate.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

PRESIDENT'S COMMENTS

The President comments on the decision making this committee is tasked with.

SHAREHOLDER/MEMBER COMMENTS

Two shareholder/members spoke on various topics under the Committees purview.

COMMITTEE COMMENTS

Three Committee members spoke on the accomplishments of today's meeting.

EXECUTIVE SESSION

The Chair called for a 10 minute break at 3:31 p.m. prior to entering executive session.

The Executive Committee returned to regular session at 4:55 p.m.; the meeting was adjourned at 4:56 p.m.



Carole Damoci
Chair, Executive Committee
08.28.15 mmm

MOTIONS

- The Committee meeting minutes of July 10, 2015 were approved, as printed;

ACTIONS

- The Chair reported Policy 5024-30, Committee Structure will be removed from the agenda for further investigation;
- Redesign of GRF Pins - It was the consensus of the Committee members to forward GRF Pins to the Architectural Design and Review Committee (ADRC);
- Update on Golden Rain Foundation Logo - Discussion only: It was the consensus of the Committee members to forward this matter to ADRC;
- The Executive Director received approval from the Committee members to contact the Foundation's Attorney to review and report any potential legislation that may cause amendments to the current election requirements;
- The Great American Shakeout is on Thursday, October 15, 2015 at 10:15 a.m. GRF Directors and key Staff will meet in the Administration Conference Room;
- The Chair stated she is establishing a Policy and Procedure Sub-Committee to address policies that are under the purview of the Executive Committee.

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
Total Openings		7	

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
Total	5	6	22	18	14

