

**EXECUTIVE COMMITTEE MINUTES**  
**September 29, 2014**

The special meeting of the Executive Committee was held on Monday, September 29, 2014. The meeting was called to order at 1:30 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance, led by Mr. Craig.

**ROLL CALL**

Present:	Mrs. Damoci, Chair	Ms. L. Stone
	Mr. B. Lukoff	Ms. R. Winkler
	Mr. P. Moore	Mrs. M. Wood
	Ms. K. Rapp	
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. R. Smith, Human Resources (HR) Director	
	Mrs. Bennett, Recording Secretary	
	Mr. D. Craig, GRF Representative, Mutual Eleven	
	Mr. Hood, GRF Representative, Mutual Five (arrived 2:04 p.m.)	
	Mr. L. Krieger, GRF Representative, Mutual Nine	
	Mrs. J. Reed, GRF Representative, Mutual Four	
	Ms. P. Snowden, GRF Representative, Mutual Two (arrived 2:36 p.m.)	
	Four 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 GRF Board of Directors 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 Board of Directors 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 comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in October.

**FOUNDATION SHAREHOLDERS/MEMBERS COMMENTS**

The Committee Chair suggested that attendees "make a point, not an enemy". Other members spoke about providing cell phones for some staff, changing the reference from Foundation Members to Shareholders, and dress standards.

## NEW BUSINESS

### Approve Purchase of Staff Cell Phones

To assist the Golden Rain Foundation employees in their work and for the benefit of the Foundation, it is recommended by Corporate Legal Counsel (see attached notice by Rutan and Tucker dated August 2014) that cellular phones be issued to employees in the following positions involved with management, safety, or the off-site business of the Foundation.

- Executive Director
- Facilities Manager
- Recreation Supervisor
- Service Maintenance Supervisor
- Security Chief
- Deputy Security Chief
- Mutual Administration Director
- Safety/Emergency Coordinator
- News Sales Staff

It is further recommended that all costs related to the issuance of the cellular phones be funded by the Foundation, based on California Labor Code section 2802. Section 2802 requires employers to indemnify employees for all “necessary expenditures” incurred in carrying out their job duties.

Per the attached notice, if an employer expects an employee to be available by mobile device, the employer must either provide the employee with the device and pay all of its costs or reimburse the employee for a reasonable percentage of the employee’s cost of using their own personal devices.

The approximate monthly cost of the cellular phone plan for 10 employees is \$600.00. NOTE: If approved, funding is available through the implementation of an eFax solution.

Members discussed approving the purchase of staff cell phones. The committee concurred unanimously to return the request to approve the purchase of staff cell phones to the Human Resources Department for amendment.

### Adopt Policy 4245, Portable Electronic Equipment

Portable electronic equipment may be issued to employees to assist the Golden Rain Foundation employees in their work and for the benefit of the Foundation; it is recommended by Management that a policy be developed to set forth the Foundations and employees’ responsibility and guidelines regarding GRF portable electronic equipment.

Management recommends the following rules and guidelines concerning employee use of Foundation portable electronic equipment.

- Define examples of electronic equipment as laptops, iPads, tablets, cellular phones and other portable platforms and devices;
- Equipment will be issued only with Executive Director authorization based on the necessity of the equipment to carry out an employee's duties;
- Equipment is for Foundation business only;
- Equipment will include standard operating business software and applications, and, if applicable, accessories such as charging cords, adapters, and cases;
- Employees shall be responsible for the protection and exclusive use of the equipment;
- Employees may download or add applications to equipment at their own risk, and shall be personally responsible for the cost of any software or application that necessitates the expenditure of funds or any expenditure not covered under a plan agreement (as in the case of cell phones.)
- Equipment is subject to search or subpoena only through the California or Federal court systems;
- Equipment shall be surrendered to the ITS Department at the end of the employment, when directed by GRF Management, or when equipment is returned for new equipment assignment.

Members discussed adopting Policy 4245, Portable Electronic Equipment. The committee concurred unanimously to place the item on the October agenda.

#### Amend Policy 2002, Administrative Organization

Policy 2002, Administrative Organization, sets forth the organizations structure for the management team. The policy was reviewed for accuracy based on current departments and procedures. Management recommends the following changes to Policy 2002, Administrative Organization:

- Change Administrator to Executive Director.
- Delete specific departments and state that the GRF Executive Director and GRF Board of Directors work together with all GRF departments.

Four Committee Members and the Executive Director spoke on the motion.

Ms. Moore MOVED, seconded by Ms. Rapp and carried unanimously –

**TO** amend Policy 2002, Administrative Organization, to update titles and other language in the policy.

Amend Policy 4001, Application of Personnel Policy

Policy 4001, Application of Personnel Policy, sets forth the parameters of the personnel policies.

The policy was reviewed for accuracy based on current departments and procedures. Management recommends the following changes to Policy 4001, Application of Personnel Policy:

- Delete specific departments and state that the GRF Personnel Policies apply to all Golden Rain Foundation employees.
- Change the responsibility for maintaining the official personnel files from Administrative Services to Human Resources.
- Add the process the Controller uses to verify Payroll and Human Resources data.
- Update the role of department managers and supervisors based on the new time and labor system.

Two Committee Members and two staff spoke on the motion. The committee concurred unanimously to return the request to Amend Policy 4001, Application of Personnel Policy, to the Human Resources Department, for amendment.

Adopt Policy 4272, Vehicle Code

To ensure, employees have the proper vehicle licensing, registration, and insurance while driving on the Golden Rain Foundation's premises, Policy 4272, Vehicle Code, sets forth the parameters for Golden Rain Foundation personnel.

Management recommends the following rules and guidelines for employees to drive on the Golden Rain Foundation premises:

- Employees must have valid driver's license.
- Employees must display valid entry pass or decal.
- Employees must have valid vehicle registration.
- Employees must have valid vehicle insurance.
- Employees may not park on trust streets or parking areas with expired registration.
- Employees who are required to operate a Foundation vehicle must be in possession of a valid license while on duty and must have a clear driving record.
- Reference Policy 1920, Traffic Rules and Regulations.

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

**TO** adopt Policy 4272, Vehicle Code to provide rules and guidelines for Golden Rain Foundation employees who drive on the Foundation premises.

Amend Policy 4292, Dress Standards

Policy 4292, Dress Standards, sets forth the parameters for the personal appearance for all Golden Rain Foundation employees.

The policy was reviewed to ensure that the dress standards met the professional and safety standards required by the Foundation. Management recommends the following changes to Policy 4292, Dress Standards, to clarify the acceptable standards:

- Specify when uniforms can be worn.
- Detail the type of shoes that are acceptable
- Add sections for personal hygiene, fragrances, jewelry, and tattoos.
- Add that blue jeans and clothing with specific slogans are not acceptable and that approved shorts/skirts/skorts and hats are acceptable only as part of a uniform.
- Add that employees may be sent home if dressed inappropriately without pay.
- Add in the request process for religious or medical reasonable accommodations.

Members discussed amending Policy 4202, Dress Standards. After discussion, the committee unanimously concurred to return the request to Amend Policy 4292, Dress Standards to the Human Resources Department for amendment.

At 3:07 p.m., after general discussion, Ms. Damoci MOVED, seconded by Ms. Winkler and carried unanimously –

**TO** go into Executive Session.

During Executive Session, the members discussed personnel and legal matters. The Committee returned to Regular Session at 3:47 p.m.

**ADJOURNMENT**

The Chair adjourned the meeting at 3:48 p.m.



Carole Damoci, Chair  
EXECUTIVE COMMITTEE  
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