



**EXECUTIVE COMMITTEE MINUTES  
Friday September 11, 2015**

The meeting of the Executive Committee was held on Friday, September 11, 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. P. Hood                            Ms. L. Stone, Treasurer  
                  Mr. B. Lukoff                          Ms. R. Winkler, Ex-Officio  
                  Ms. K. Rapp

Staff and       Mr. R. Ankeny, Executive Director  
Guests:        Ms. C. Miller, Controller  
                  Mrs. C. Flynn, Human Resources Director  
                  Mrs. M. McAuley, Recording Secretary  
                  Mr. R. Stone, GRF Representative, Mutual One  
                  Ms. P. Snowden, GRF Representative, Mutual Two  
                  Ms. M. Greer, GRF Representative, Mutual Eleven  
                  Mr. P. Friedman, GRF Representative, Mutual Fifteen  
                  Two Foundation Members

**INTRODUCTION OF STAFF AND GUESTS**

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

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

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.

### **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 ANNOUNCEMENTS**

It was the consensus of the Executive Committee members present to add to the agenda, under New Business, item C, Employee Safety, and Heat Disorder on Buses.

### **APPROVAL OF COMMITTEE MINUTES**

The Committee meeting minutes of August 14, 2015 were approved, as amended.

### **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.

#### **By-Laws - Discussion Only**

The Chair requested of the GRF BOD to submit any changes and suggestions they may have to the By-Laws to her by October 1, 2015 for review and consideration. Further discussion will be held at the next regular monthly meeting of the Executive Committee.

### **NEW BUSINESS**

#### **Approve 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 2016 budget for Cost Centers 20, Human Resources; 22, Emergency Preparedness; 29, Administration Building; and 30, Administration.

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

**TO** accept the proposed 2016 operating budget as presented and to recommend the Finance Committee approve the proposed budget for Cost Center 20, Human Resources.

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously –

**TO** accept the proposed 2016 operating budget as presented and to recommend the Finance Committee approve the proposed budget for Cost Center 22, Emergency Preparedness.

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

**TO** accept the proposed 2016 operating budget as presented and to recommend the Finance Committee approve the proposed budget for Cost Center 29, Administration Building.

Ms. Stone MOVED, seconded by Mrs. Reed and carried unanimously –

**TO** accept the proposed 2016 operating budget as amended and to recommend the Finance Committee approve the proposed budget for Cost Center 30, Administration.

Ms. Rapp MOVED, seconded by Mr. Hood and carried unanimously –

**TO** approve a global reduction for all cost centers of \$45,000 for Worker Compensation Insurance.

With thanks, the Controller was excused at 1:48 p.m.

#### Approve Access To Records Request Form

It was suggested the Access To Records Request form be updated with the Davis-Stirling Civil Codes.

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

**TO** approve the Access To Records form, as amended.

#### Employee Safety Heath Disorder and Buses

Discussion was held regarding the current weather conditions and temperatures in the blue buses.



The Executive Director and Human Resources Director assured the Committee that actions have been taken and that cool water is supplied to all drivers and relief drivers are being made available to limit the length of driving shift.

## **POLICIES**

The Chair reported a Special Election policy will be formed to ensure it follows the by-laws.

## **SUB-COMMITTEE REPORTS**

### **Emergency Planning Sub-Committee**

Ms. Snowden provided an update on the Emergency Planning Council and the Great American Shakeout. 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 requested the list from last year's Great American Shakeout and which GRF BOD were matched with key staff.

### **Policy and Procedure Sub-Committee**

The Chair stated the Executive Committee members are the Policy and Procedure Sub-Committee. All GRF BOD are welcomed to attend and participate.

The Chair called for a break at 2:50 p.m. The meeting resumed at 3:00 p.m.

## **STAFF REPORTS**

### **Human Resources Director**

The Human Resources Director presented her report, as attached.

### **Executive Director**

The Executive Director informed the members on the News department reconfiguration.

## **PRESIDENT'S COMMENTS**

The President commented on the current weather conditions and commended staff on safety.

## **SHAREHOLDER/MEMBER COMMENTS**

Two shareholder/members spoke on various topics under the Committee's purview.

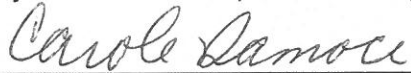
### COMMITTEE COMMENTS

Three Committee members spoke on the chair's leadership, the budget and employees maintaining a safe work environment.

### EXECUTIVE SESSION

The Chair called for a 10 minute break at 3:37 p.m. prior to entering executive session.

The Executive Committee returned to regular session at 4:13 p.m.; the meeting was adjourned at 4:14 p.m.



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Carole Damoci  
Chair, Executive Committee  
10.8.15 mmm

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE  
MEETING ON SEPTEMBER 11, 2015**

**MOTIONS**

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.
- It was the consensus of the Executive Committee members present to add to the agenda, under New Business, item C, Employee Safety, and Heat Disorder on Buses;
- The Committee meeting minutes of August 14, 2015 were approved, as amended;
- **TO** accept the proposed 2016 operating budget as presented and to recommend the Finance Committee approve the proposed budget for Cost Center 20, Human Resources;
- **TO** accept the proposed 2016 operating budget as presented and to recommend the Finance Committee approve the proposed budget for Cost Center 22, Emergency Preparedness;
- **TO** accept the proposed 2016 operating budget as presented and to recommend the Finance Committee approve the proposed budget for Cost Center 29, Administration Building;
- **TO** accept the proposed 2016 operating budget as amended and to recommend the Finance Committee approve the proposed budget for Cost Center 30, Administration;
- **TO** approve a global reduction for all cost centers of \$45,000 for Worker Compensation Insurance;
- **TO** approve the Access To Records form, as amended.

**ACTIONS**

- The Chair requested of the GRF BOD to submit any changes and suggestions they may have to the By-Laws to her by October 1, 2015 for review and consideration. Further discussion will be held at the next regular monthly meeting of the Executive Committee;
- The Executive Director and Human Resources Director assured the Committee that actions have been taken and that cool water is supplied to all drivers and relief drivers are being made available to limit the length of driving shift.



Golden Rain Foundation Executive Committee  
Human Resources Report – September 11, 2015

Below are the budget variances as of the end of July as previously reviewed in the August 14, 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
<b>Expenses</b>				
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) **Recruitment**

- a. Openings in August – 7 Positions

Position		Status	Dept
IT Manager	1 Full-time	Accepting Applications	34 – IT Services
Golf Starter.	1 Part-time	Interviewing – Hire in September	46 – Recreation
Office/Recording Sec.	1 Full-time	Accepting Applications/Interviewing	70 – Physical Properties
Purchasing Assistant	1 Full-time	Accepting Applications/Interviewing	32 – Purchasing
<b>Total Openings</b>	<b>4</b>		

5) **Staff Counts**

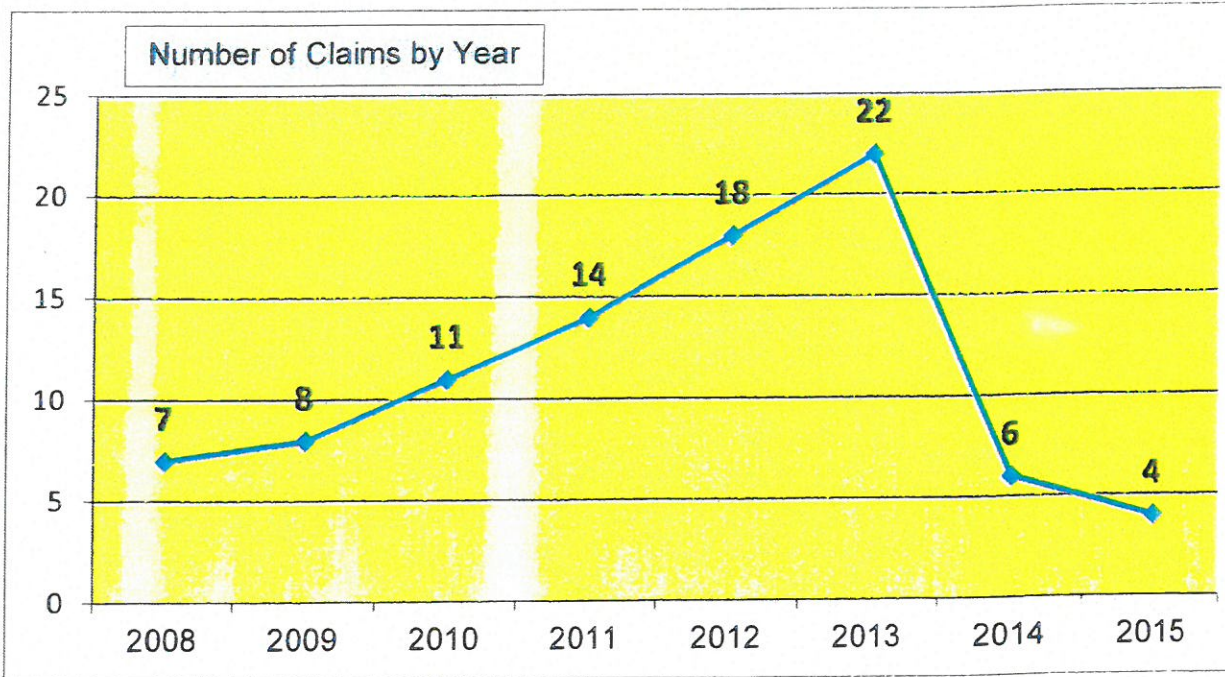
Current Staff Count – 218	Hires	Separations	Promotions
• August 2015	1	3	0
• YTD 2015	13	20	4
• Previous Year	37	38	9

6) Safety

- a. No lost time has occurred on any of the 2015 claims.
- b. One claim was filed in July for an employee who had a medical emergency while working, but the claim was determined to be non-industrial and was denied. This was included on the August report, but has now been removed.

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	0	0	1	2	2
August	0	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>4</b>	<b>6</b>	<b>22</b>	<b>18</b>	<b>14</b>





2. Hire and Termination Comparison Current Year-to-Date vs. Prior Year

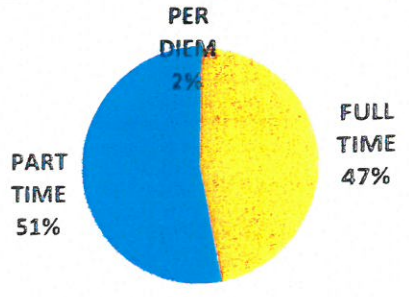
2015 Data as of 8/31/2015 Department	NEW HIRES		TERMINATIONS	
	2015 Actual	2014 Actual	2015 Actual	2014 Actual
ADMINISTRATION		2	1	
FINANCE		2		2
GOLF		1		
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS		1	1	1
LIBRARY		2	1	1
MUTUAL ADMINISTRATION	2		1	3
NEWS		2		2
PHYSICAL PROPERTY	1	5	1	
PURCHASING		2	1	3
RECREATION (includes Exercise/Pool)	4		5	1
SECURITY	1	7	10	12
SERVICE MAINTENANCE	3	5	1	5
TRANSPORTATION	4	8	3	8
<b>GRAND TOTAL</b>	<b>16</b>	<b>37</b>	<b>26</b>	<b>38</b>

3. Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	1
31 – Finance	4	4	2
32 – Purchasing	1	2	0
33 – Mutual Administration	4	7	2
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	1	7	0
37 – Security	2	4	63
38 – Transportation	1	3	24
40 – Community Facilities	1	2	0
46 – Golf Course	0	0	4
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	5
70 – Physical Properties	1	12	2
74 – Service Maintenance	1	34	1
<b>Total</b>	<b>20</b>	<b>82</b>	<b>116</b>
<b>Total Employee Count</b>	<b>218</b>		

Summary

Employee Type	Count	% of Total
Full-time	102	46.79%
Part-time	112	51.38%
Per Diem	4	1.83%
<b>Total</b>	<b>218</b>	



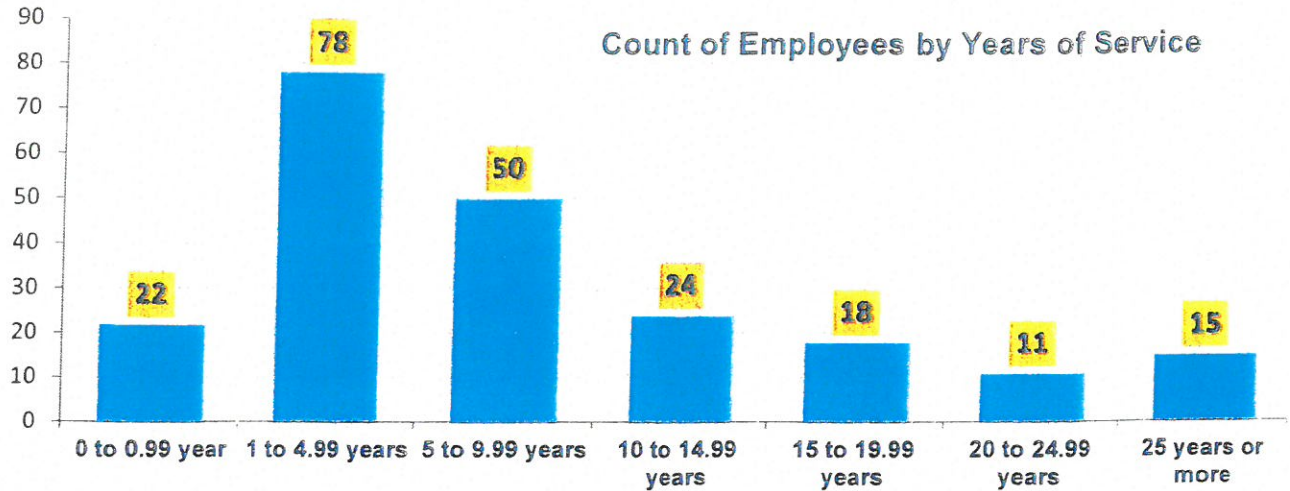
**PER DIEM**  
2%

**PART TIME**  
51%

**FULL TIME**  
47%

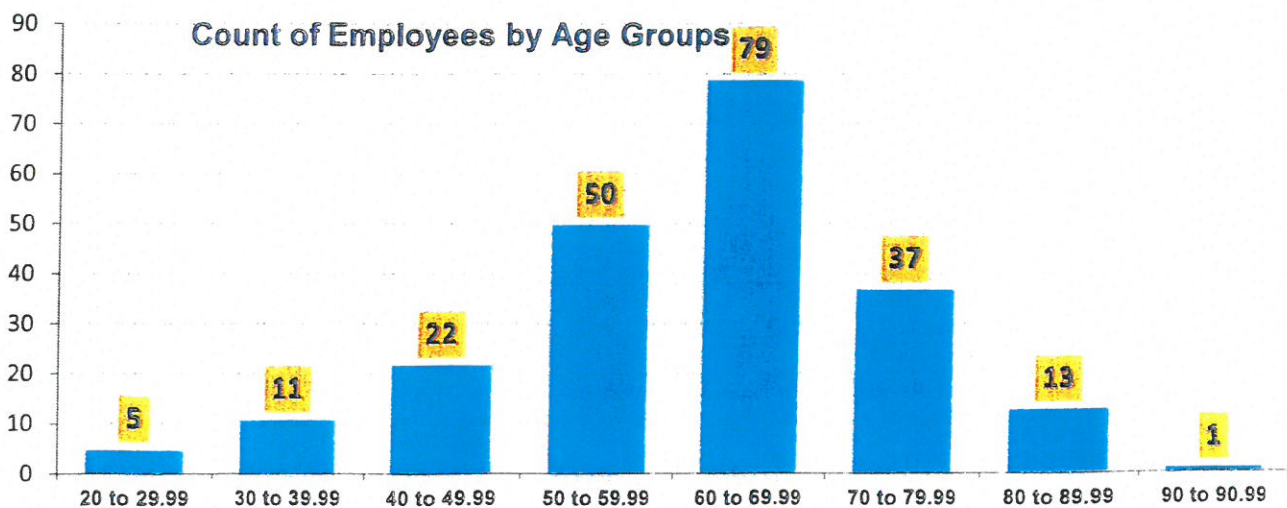
#### 4. Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.91	12.09	5.84
Average Age	60.98	53.34	67.96
Average Hourly Rate	\$20.21	\$27.23	\$14.03
Gender – Females	97	41	56
Gender – Males	121	61	60



#### Employees with 25 Years or More of Service

42.4 yrs Juan Robledo – Service Maint.	33.0 yrs Carol Weller – Mutual Admin
41.9 yrs Ruben Gonzalez – Service Maint.	32.2 yrs Cathie Merz – News
37.3 yrs Dede Martin – News	31.1 yrs Terry De Leon – Recreation
37.1 yrs Antonio Duarte – Service Maint.	29.0 yrs Edgar Santamaria – Service Maint.
36.4 yrs Jesus Lopez – Service Maint.	27.3 yrs Ruth Osborn – News
35.3 yrs Barry Holland – ITS	26.9 yrs Richard Stolarz – Service Maint.
34.9 yrs Mark Weaver – Community Facilities	26.8 yrs Eila Van Sauter – Transportation
34.4 yrs Grant Winford – Transportation	





5. Overtime

There is a favorable variance of \$46,767 for August and \$47,730.62 for the year-to-date.

Overtime by Month	2015 Overtime Hours	2015 Overtime Dollars	2014 Overtime Hours	2014 Overtime Dollars
January	144.25	\$2,702.76*	144.00	\$5,483.49
February	43.50	(\$1,577.09)	38.25	\$ 777.31
March	121.25	\$2,081.91	43.50	\$1,115.93
April	102.00	\$2,401.51	61.00	\$1,631.42
May (3 Pay Dates)	213.5	\$4,387.04	57.00	\$1,101.58
June	115.00	\$2,991.54	58.00	\$1,625.94
July	172.50	\$3,208.76	50.50	\$1,235.86
August	99.75	\$1,398.94	37.75	\$ 672.33
September			54.75	\$1,588.73
October			145.00	\$4,701.43
November			118.50	\$3,072.61
December			177.75	\$5,296.76

\*NOTE: The January Overtime dollars were adjusted from \$ 4,080.89 to \$2,702.76 based on the new 2015 SRO rate calculation.

Overtime Detail for August - Prepared by MWKerr 8/31/2015 (Check date 9/4/2015)

Cost Center	CURRENT MONTH			EXPENSE		
	HOURS			Fav/(Unfav)		
	Actual	Budget	Variance	Actual	Budget	Variance
20 Human Resources	0.50	2.00	1.50	\$23.19	\$89.42	\$66.23
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	7.50	1.67	(5.83)	\$238.28	\$50.33	(\$187.95)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Mutual Administration	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.50	5.00	4.50	\$23.44	\$249.67	\$226.23
35 Library	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
36 News	11.25	10.00	(1.25)	\$386.99	\$343.67	(\$43.32)
37 Security	38.25	19.33	(18.92)	\$890.65	\$395.67	(\$494.98)
38 Transportation	0.00	8.67	8.67	\$0.00	\$218.08	\$218.08
40 Community Facilities	2.50	1.83	(0.67)	\$68.59	\$63.58	(\$5.01)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	24.75	8.67	(16.08)	\$842.90	\$363.33	(\$479.57)
74 Service Maintenance	96.75	169.17	72.42	\$3,736.52	\$6,392.00	\$2,655.48
(Less) Billable to mutuals	(82.25)			(\$4,811.63) Approx.		
<b>Totals</b>	<b>99.75</b>	<b>226.33</b>	<b>126.58</b>	<b>\$1,398.94</b>	<b>\$8,165.75</b>	<b>\$6,766.81</b>



## 6. Retirement – Employee 401(k) Plan

- For 2015, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
- At the end of August, total plan assets are \$9,014,872.
- 2015 YTD Employee Contributions \$308,623.54\* Average Per Month \$38,578
- 2015 YTD GRF Matching Contributions \$ 94,167.97\* Average Per Month \$11,771

\*Through check date 08/21/2015

## 7. Anti-Fraud Compliance Hotline Reports

Program started in May 2014

<i>Program Summary</i>	<i># of Reports</i>
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

***Executive Committee Report compiled by:***

***Cindy Flynn, Human Resources Director  
September 11, 2015***

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