



**EXECUTIVE COMMITTEE MINUTES  
Friday October 9, 2015**

The meeting of the Executive Committee was held on Friday, October 9, 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:        Mrs. C. Flynn, Human Resources Director  
                 Mr. E. Gomez, Safety Coordinator  
                 Mr. J. Guerrero, Security Chief  
                 Mrs. M. McAuley, Recording Secretary  
                 Mr. Don Collins, HICAP Program Director Council On Aging  
                 Ms. Linda Walton, HICAP Manager Council On Aging  
                 Mr. R. Stone, GRF Representative, Mutual One  
                 Mr. P. Friedman, GRF Representative, Mutual Fifteen  
                 Mr. P. Moore, GRF Representative, Mutual Seventeen  
                 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 November.

## **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.

## **APPROVAL OF COMMITTEE MINUTES**

The Committee meeting minutes of September 11, 2015 were approved, as amended.

## **OLD BUSINESS**

### **Code of Ethics and Censoring Policy - Discussion only**

The Chair presented a drafted policy on Code of Ethics and Censorship. The Chair requested the Committee members to review and bring their changes to the next regular Executive Committee meeting.

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

The Chair requested of the GRF BOD to continue 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**

### **Council On Aging**

The Council on Aging (COA) provided a presentation outlining the multitude of services provide by the organization. The Committee reviewed the merits of the services provided and the potential benefits to the Shareholder/Members.

One such service is Health Insurance Counselling and Advocacy Program (HICAP). The COA HICAP counselors are state-registered staff and volunteers that offer unbiased, individualized counseling and group seminars about Medicare and other related health

insurance topics. The HICAP counselors are trained extensively on Medicare rules and regulations and are noted experts in helping individuals to understand health insurance options and how to maximize benefits.

HICAP counselors can help explain to Shareholder/Members, Medicare:

- Benefits and enrollment
- Prescription drug plan coverage
- Medicare Advantage plans
- Supplemental policies (Medigap)
- Affordable Care Act
- Limited income assistance programs
- Long-term care insurance
- Help recognize and combat Medicare fraud and abuse
- Assist low-income seniors and persons with disabilities find and apply for benefits through the COA Benefits Enrollment Center.

It was the consensus of the Committee to recommend the GRF BOD approve the use of Trust Property for use by the Council on Aging to provide services of benefit to all Shareholder/Members. Actual Trust Property space reserved is to be determined and approved by the Recreation Committee.

#### Employee Longevity

The members discussed on how to acknowledge employee longevity. Ms. Stone and the Human Resources Director will research ideas and present to the Committee at the next regular Executive Committee meeting.

#### Cal State Long Beach – Interns In Security Department

The Security Chief discussed California State University of Long Beach providing internship in the Security Department from their Criminal Justice Department.

It was the consensus of the Committee for the Security Chief and Executive Director to further research.

With thanks, the Security Chief was excused at 1:33 p.m.

#### Employee Holiday Incentive

Based the significant reduction in Workers Compensation claims, the Foundation received a refund the week of September 11, 2015 in the amount of \$37,389 from the expiring policy. The Executive Director proposed the following on utilizing the refund:

- Provide staff a Holiday Bonus, through gift cards, in the amount of \$50.00;
- Provide key managers and supervisors a Holiday Bonus of \$500;

- Provide each Department funding, in an amount not to exceed \$7.50 per staff member, to use towards a Departmental Holiday appreciation luncheon.

Item	Amount	Staff Count	Total
Holiday Gift Card	\$50.00	218	\$10,900.00
Holiday Appreciation Luncheon Managers & Supervisors	\$7.50	218	\$1,710.00
Bonus	\$500.00	11	\$5,500.00
		Total	\$18,110.00
September WC Refund			\$37,389.00
Net Retained Amount			\$19,279.00

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

**TO** recommend the GRF BOD approve funding, in the amount of \$18,035, utilizing funds received from the \$37,389 refund in Worker's Compensation premiums as follows: Provide staff a Holiday Bonus through \$50 gift cards in the amount not to exceed \$10,900; Provide 11 key managers and supervisors a Holiday Bonus of \$500; Provide each Department funding, in an amount not to exceed \$7.50 per staff member, to use towards a Departmental Holiday appreciation luncheon. Total amount not to exceed \$1,635.

Approve Purchase of Back Hoe

At its September 25, 2015 meeting, the Emergency Preparedness Sub-Committee reviewed specifications and cost estimates from three (3) suppliers for a Kubota U17 Excavator (Back hoe). The Sub-Committee unanimously concurred to forward a request to the Executive Committee to proceed with the purchase of this important item. Funds in the amount of \$40,000 are in the 2015 Capital Plan.

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

**TO** recommend the GRF BOD approve the purchase from Capital Funds a Kubota U17, in the amount of \$35,026 from Eberhard Equipment.

**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**

The Safety / Emergency Coordinator provided an update on 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 send the GRF BOD a friendly reminder of the Great American Shakeout and for the event to be placed on the GRF Board calendar.

## **STAFF REPORTS**

### **Human Resources Director**

The Human Resources Director presented her report, as attached.

## **COMMITTEE COMMENTS**

Committee members spoke on the Council On Aging, employees maintaining a safe work environment and employee incentives.

## **EXECUTIVE SESSION**

The Chair called for a 10 minute break at 3:05 p.m. prior to entering executive session.

The Executive Committee returned to regular session at 3:57 p.m.; the meeting was adjourned at 3:58 p.m.



---

Carole Damoci  
Chair, Executive Committee  
11.12.15 mmm

## RECAP OF MOTIONS AND ACTIONS TAKEN AT THE EXECUTIVE COMMITTEE MEETING ON OCTOBER 9, 2015

### MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.
- The Committee meeting minutes of September 11, 2015 were approved, as amended;
- It was the consensus of the Committee to recommend the GRF BOD approve the use of Trust Property for use by the Council on Aging to provide services of benefit to all Shareholder/Members. Actual Trust Property space reserved is to be determined and approved by the Recreation Committee;
- **TO** recommend the GRF BOD approve funding, in the amount of \$18,035, utilizing funds received from the \$37,389 refund in Worker's Compensation premiums as follows: Provide staff a Holiday Bonus through \$50 gift cards in the amount not to exceed \$10,900; Provide 11 key managers and supervisors a Holiday Bonus of \$500; Provide each Department funding, in an amount not to exceed \$7.50 per staff member, to use towards a Departmental Holiday appreciation luncheon. Total amount not to exceed \$1,635;
- **TO** recommend the GRF BOD approve the purchase from Capital Funds a Kubota U17, in the amount of \$35,026 from Eberhard Equipment.

### 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;
- It was the consensus of the Committee for the Security Chief and Executive Director to further research;
- The Chair presented a drafted policy on Code of Ethics and Censorship. The Chair requested the Committee members to review and bring their changes to the next regular Executive Committee meeting;
- The members discussed on how to acknowledge employee longevity. Ms. Stone and the Human Resources Director will research ideas and present to the Committee at the next regular Executive Committee meeting;

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

**Golden Rain Foundation Executive Committee  
Human Resources Report – October 9, 2015**

Below are the budget variances as of the end of August. Financial information for the month of September will be reviewed once the financial statements are available.

**1) GRF – Budget Variance Information – GRF has a year-to-date favorable variance of \$292,732 in Salaries and Employee Benefits**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<i>Expenses</i>				
6100000	Salaries & Wages	4,791,450	4,888,211	96,761
6100001	Vacation Accrual Expense	931	0	(931)
6101000	Commissions	25,234	22,880	(2,354)
6110000	Pay for Performance Provision	0	24,440	24,440
6140000	Employment Taxes	411,317	415,455	4,138
6142000	Workers' Compensation	370,608	489,002	118,394
6143000	Group Insurance - Medical	439,575	461,778	22,203
6143300	Group Insurance - Dental	10,428	10,791	363
6143500	Group Insurance - Vision	6,374	6,501	127
6144000	401(k) Match	94,168	116,497	22,329
6145000	Group Insurance - Life	17,462	18,025	563
6146000	Long Term Disability Insurance	14,374	21,073	6,699

**2) Cost Center 20 – Human Resources Budget Variance Information – The Human Resources department has a year-to-date favorable variance of \$29,471 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 \$3,168.**

**4) Recruitment**

**a. Openings in October – 7 Positions**

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Security Guards	3 Part-time	Accepting Applications	37 – IT Security
Bus Drivers	3 Part-time	Interviewing – Hire in October	38 - Transportation
General Maintenance	1 Full-time	Temp employee currently in place	70 – Physical Properties
<b>Total Openings</b>	<b>7</b>		

**5) Staff Counts**

Current Staff Count – 219	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• September 2015	3	2	1
• YTD 2015	16	22	5
• Previous Year	37	38	9

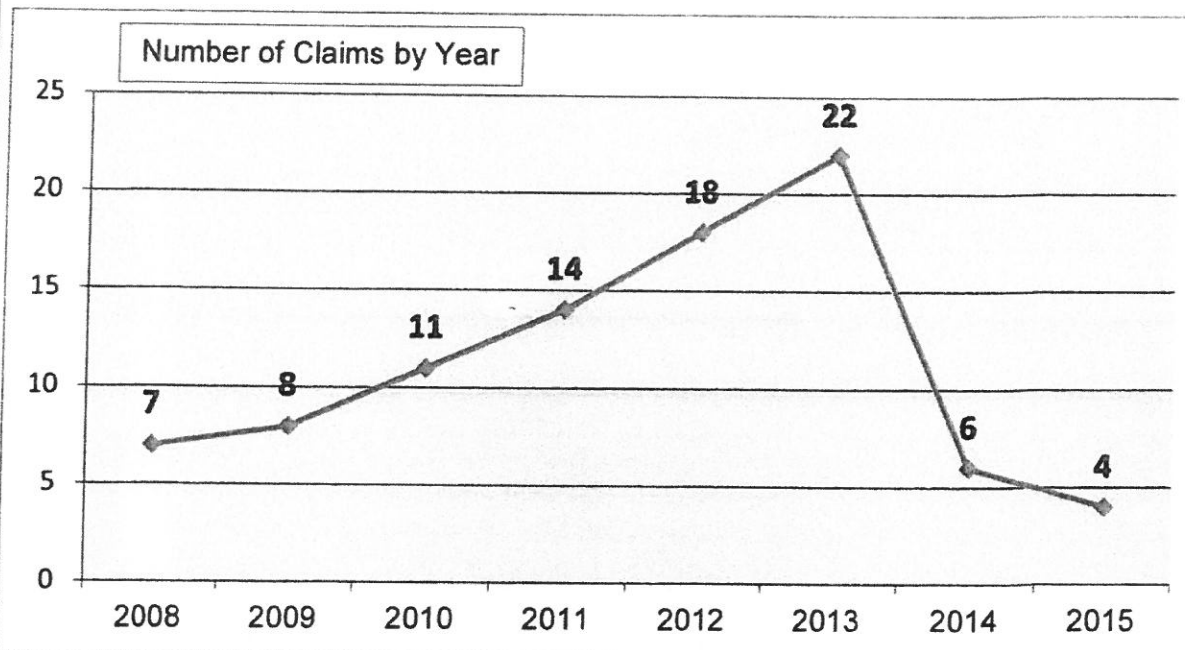


6) Safety

- a. No lost time has occurred on any of the 2015 claims.
- b. One claim was recently filed for a terminated employee. That claim will be denied by our carrier.

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	0	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>



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

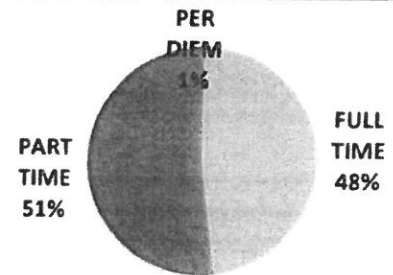
2015 Data as of 9/30/2015 Department	NEW HIRES		TERMINATIONS	
	2015 Actual	2014 Actual	2015 Actual	2014 Actual
ADMINISTRATION		2	1	
FINANCE		2		2
GOLF		1		
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS		1	1	1
LIBRARY		2	1	1
MUTUAL ADMINISTRATION	2		1	3
NEWS		2		2
PHYSICAL PROPERTY	2	5	1	
PURCHASING		2	1	3
RECREATION (includes Exercise/Pool)	5		5	1
SECURITY	2	7	10	12
SERVICE MAINTENANCE	3	5	1	5
TRANSPORTATION	4	8	5	8
<b>GRAND TOTAL</b>	<b>16</b>	<b>37</b>	<b>26</b>	<b>38</b>

8) 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	3	0
33 – Mutual Administration	4	8	2
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	1	7	0
37 – Security	2	4	62
38 – Transportation	1	3	22
40 – Community Facilities	2	2	0
46 – Golf Course	0	0	5
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>21</b>	<b>84</b>	<b>114</b>
<b>Total Employee Count</b>	<b>218</b>		

Summary

Employee Type	Count	% of Total
FULL TIME	105	47.95%
PART TIME	111	50.68%
PER DIEM	3	1.37
<b>Total</b>	<b>219</b>	



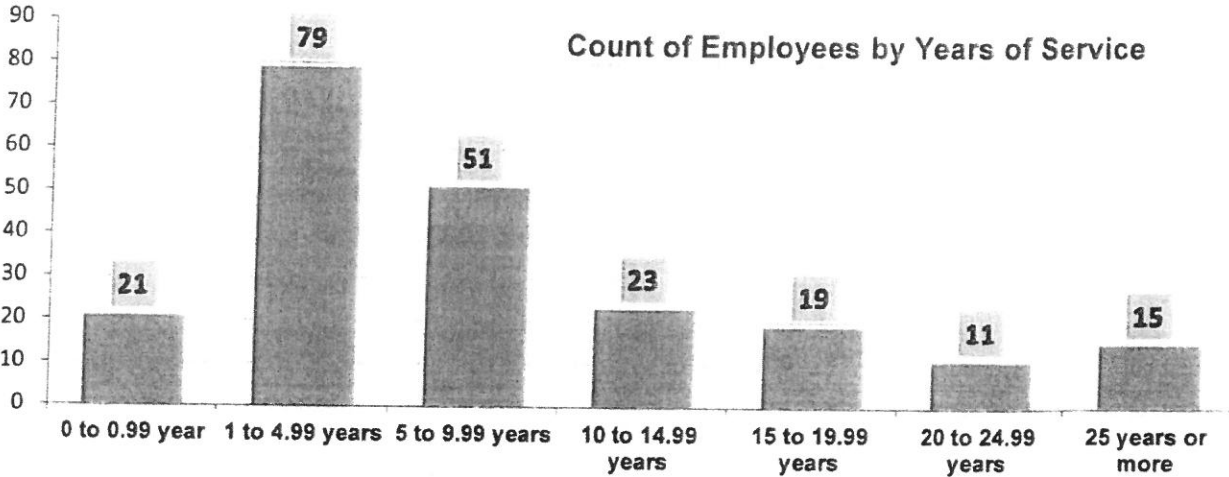
PER DIEM 1%

PART TIME 51%

FULL TIME 48%

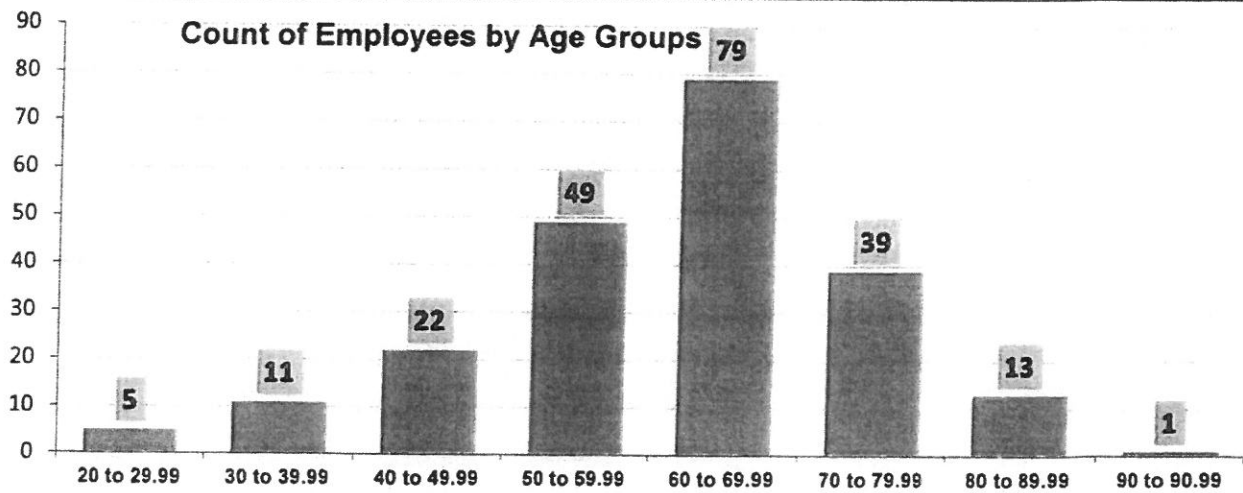
9) Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.95	11.89	5.94
Average Age	61.07	53.28	68.14
Average Hourly Rate	\$20.24	\$26.98	\$14.01
Gender – Females	99	42	57
Gender – Males	120	63	57



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

42.5 yrs Juan Robledo – Service Maint.	33.1 yrs Carol Weller – Mutual Admin
42.0 yrs Ruben Gonzalez – Service Maint.	32.3 yrs Cathie Merz – News
37.4 yrs Dede Martin – News	31.2 yrs Terry De Leon – Recreation
37.2 yrs Antonio Duarte – Service Maint.	29.1 yrs Edgar Santamaria – Service Maint.
36.5 yrs Jesus Lopez – Service Maint.	27.3 yrs Ruth Osborn – News
35.4 yrs Barry Holland – ITS	27.0 yrs Richard Stolarz – Service Maint.
35.0 yrs Mark Weaver – Community Facilities	26.9 yrs Eila Van Sauter – Transportation
34.5 yrs Grant Winford – Transportation	



10) Overtime

11) There is a favorable variance of \$5,431.48 for September and \$53,162.10 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	113.25	\$2,734.27	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 July - Prepared by MWKerr 9/30/2015 (Check date 10/2/2015)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	0.25	2.00	1.75	\$12.15	\$89.42	\$77.27
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	6.25	1.67	(4.58)	\$205.49	\$50.33	(\$155.16)
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	\$18.45	\$249.67	\$231.22
35 Library	3.50	0.00	(3.50)	\$96.02	\$0.00	(\$96.02)
36 News	23.75	10.00	(13.75)	\$792.57	\$343.67	(\$448.90)
37 Security	24.50	19.33	(5.17)	\$602.29	\$395.67	(\$206.62)
38 Transportation	0.00	8.67	8.67	\$0.00	\$218.08	\$218.08
40 Community Facilities	3.00	1.83	(1.17)	\$89.25	\$63.58	(\$25.67)
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	37.00	8.67	(28.33)	\$1,267.11	\$363.33	(\$903.78)
74 Service Maintenance	56.75	169.17	112.42	\$2,122.56	\$6,392.00	\$4,269.44
(Less) Billable to mutuals	(42.25)					
				(\$2,471.63) Approx.		
<b>Totals</b>	<b>113.25</b>	<b>226.33</b>	<b>113.08</b>	<b>\$2,734.27</b>	<b>\$8,165.75</b>	<b>\$5,431.48</b>

## 12) 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 September, total plan assets are \$9,069,517.
  - 2015 YTD Employee Contributions \$363,700.04\* Average Per Month \$40,411.12
  - 2015 YTD GRF Matching Contributions \$110,840.98\* Average Per Month \$12,315.66
- \* Through check date 010/02/2015

Golden Rain Foundation 401(k) Plan - 370442-01

### SUMMARY

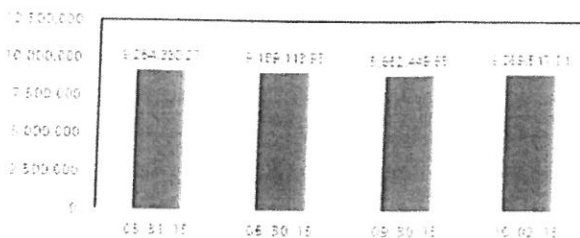
To Do List:	Online Action Items 0/2	Paper Action Items 0/2	Participant Notifications 0/1	Plan To Do List Requests	Compliance Action Items 0/2	Other Compliance [Add New Page]
-------------	-------------------------	------------------------	-------------------------------	--------------------------	-----------------------------	---------------------------------

Plan Status as of Oct 2, 2015

Forfeitures [\[See All\]](#)

3-Quarter Balance History

Participants with Balance 137  
 Participant Assets \$9,069,517.01  
 Forfeiture Balance \$17.90



Total balance as of Oct 2, 2015: \$9,069,517.01

## 13) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

Program Summary	# of Reports
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**  
**October 9, 2015**

CONFIDENTIALITY NOTICE: This document and any attachments is intended only for the use of the Golden Rain Foundation Board of Directors and may contain information that is attorney-client and/or attorney work product privileged, confidential, and exempt from disclosure under applicable law. You are hereby notified that any dissemination, distribution or copying of this document and information contained is strictly prohibited.