



**BOARD OF DIRECTORS MEETING - GOLDEN RAIN FOUNDATION**  
**April 28, 2015**

Call to Order

President Winkler called the regular monthly meeting of the Golden Rain Foundation (GRF) Board of Directors to order at 10:00 a.m., on Tuesday, April 28, 2015, in Clubhouse Four.

Roll Call

The Corporate Secretary reported that Board members Michaelides, Blake, Snowden, Stone, Reed, Wood, Hood, Rapp, McGuigan, Krieger, Winkler, Damoci, Lukoff, Bolton and Moore were present. Messrs. Craig and Kravitz were absent. Mr. Kravitz arrived at 10:06 a.m. Executive Director Ankeny and Controller Miller were also present.

The President and the Board expressed their sympathy at the death of Mutual Two GRF Representative John DeMarco.

Pledge of Allegiance

Battalion Chief Robert Acosta of the Orange County Fire Authority led the Pledge of Allegiance. He presented the AWESOME award to two OCFA firefighters/paramedics for their exemplary service. The Board President presented an award plaque to the Orange County Fire Authority for their outstanding service to the residents of the community.

Announcements/Service Award Presentation

The Committee meeting schedule is published in the *Golden Rain News*. All committee meetings are open to Shareholder/Foundation members.

The President announced that the Recreation Committee recommended that the President of the GRF establish an Ad Hoc Committee to study Clubhouse use. The President will submit to the current Board of Directors a Facilities Amenities Review Ad Hoc Committee along with those directors and members who have agreed to serve on the Ad Hoc Committee. Unless the governing documents provide otherwise, ad hoc committees and their members serve at the pleasure of the board and can be dissolved at will by boards of directors. With the election of directors to the board, the board may (i) establish the same committees or different committees, (ii) reappoint the same committee members or different members, (iii) establish different committees, or (iv) choose not to create any committees. Unless a particular committee is required by the governing documents, the appointment of committees is at the discretion of the board.

As noted above, the new Board of Directors would have to reaffirm any Ad Hoc Committee.

Other items of business not on the Board of Directors' agenda:

Post Office – Documents have been requested from the Post Office to verify their contract as it differed from ours. No Board action was needed at this time.

SANS Audit – The Finance Committee did approve that funds were available, but a vendor has not yet been selected by ITS. The SANS audit will be on the May ITS agenda for selection and then forwarded to the May Board meeting for the GRF Board of Director's approval.

Kiln – The Finance Committee approved an amount less than \$10,000.00 – no GRF Board action was needed.

Movement study –The Finance Committee approved funds were available; the amount was less than \$10,000.00 - no GRF Board action was required.

The Stock Transfer Supervisor, Courtney Knapp, presented a service plaque and pin to:

Belinda Meacham	Stock Transfer Department	5 years of service
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The Library Operations Supervisor, Vanessa Morris, presented a service plaque and pin to:

Louise Fralix	Library Department	5 years of service
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The Executive Director, Randy Ankeny, presented a service plaque and pin to:

Vanessa Morris	Library Department	5 years of service
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The Executive Director, Randy Ankeny, presented a service plaque and pin to:

Jaime Guerrero	Security Department	10 years of service
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The Facilities Manager, Ruben Gonzalez, presented a service plaque and pin to:

Michael Navock	Service Maintenance Department	10 years of service
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The Executive Director, Randy Ankeny, in the absence of Mutual Administration Director Carol Weller, presented a service plaque and pin to:

Pamela Westphal	Mutual Administration Department	15 years of service
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The Recreation Supervisor, Terry DeLeon, presented a service plaque and pin to:

Jane Legus	Recreation Department	20 years of service
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The Information Technology Services Manager, Steve Perez, presented a service plaque and

pin to:

Barry Holland      Information Technology Services Department    35 years of service

The Recreation Supervisor, Terry DeLeon, also recognized retiring Recreation Department Administrative Secretary Sandy Downen, for almost 20 years of service.

On behalf of the GRF Board of Board members, the President thanked these employees for their dedicated service.

#### President's Comments

#### Shareholder/Member Comments

Two shareholder/members spoke on accounting concerns and Policy 5520-31, Reserves.

**NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting and comments are limited to four minutes.

#### **CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES**

In accordance with Civil Code 4090, the Foundation has made available a summary of the meetings where a quorum of the Board was present. Quorums of the Board were present at eight Committee meetings in February. The Committee minutes for these meetings were approved earlier this month by their respective Committees:

- Minutes of the Library Committee Board Meeting of February 4, 2015
- Minutes of the Special Finance Committee Board Meeting of March 5, 2015
- Minutes of the Recreation Committee Board Meeting of March 9, 2015
- Minutes of the ITS Committee Board Meeting of March 10, 2015
- Minutes of the Executive Committee Board Meeting of March 10, 2015
- Minutes of the Security, Bus & Traffic Committee Board Meeting of March 11, 2015
- Minutes of the Communications Committee Board Meeting of March 12, 2015
- Minutes of the Physical Property Committee Board Meeting of March 13, 2015

The method with which these minutes will be approved is the Consent Calendar, which means any item placed on the Consent Calendar can be approved in one motion.

The Consent Calendar was approved, by general consent of the Board, as distributed.

The Committee Chairs are asked to stop by the Board Office within the next five business days to sign their approved Board Committee minutes. Once they are all signed, they will be posted to the website.

## **APPROVAL OF BOARD MEETING MINUTES**

The minutes of the March 24, 2015 Golden Rain Foundation Board meeting were approved, by general consent of the Board, as corrected (page 157 of the agenda package: "Board of Board corrected to read "Board of Directors").

## **ACCEPTANCE OF FINANCIAL STATEMENTS FOR AUDIT**

Ms. Stone MOVED, seconded by Mr. Hood and approved by general consent of the Board -

**TO** accept the March 2015 Financial statements for audit.

## **BUSINESS**

### **Communications Committee**

The Communications Committee did not request action by the GRF Board.

### **Executive Committee**

#### **Amend Policy 5610-30, Participation by Foundation Members**

The Executive Committee, at its regular scheduled meeting on April 14, 2015, recommended that the GRF Board amend Policy 5610-30, Participation by Foundation Members. The amendments include updating the applicable Civil Code number, changing any references of "members" to "shareholders" and updating the responsibility of collecting the "Comments/Questions from the Membership" forms from the Assistant Secretary of the Board to a GRF Staff member.

Mrs. Damoci MOVED, seconded by Ms. Stone-

**TO** amend Policy 5610-30, Participation by Foundation Members.

The motion was carried unanimously by the Board members present.

#### **Amend Policy 5604-30, Publication of Minutes**

The Executive Committee, at its regular scheduled meeting on April 14, 2015, recommended that the GRF Board amend Policy 5604-30, Publication of Minutes to bring the policy into line with current practices.

Mr. Lukoff MOVED, seconded by Ms. Rapp-

**TO** amend Policy 5604-30, Publication of Minutes

The motion was carried unanimously by the Board members present.

**Rescind Policies 1330-Complaints Concerning Staff, 2161-Personnel Department Reports, Policy 4130-Jury/Witness Duty, and Policy 5090-Safety and Health**



It is the recommendation of the Executive Director and Human Resources Director that the following policies be rescinded:

Policy 1330-Complaints Concerning Staff – This policy only addresses complaints to GRF Board Members. The Human Resources Director, working with the Executive Director, always handles each complaint individually based on the circumstances and this should be handled through the personnel policies.

Policy 2161-Personnel Department Reports – This policy is redundant to Policy 5110-30 which already states that the Executive Committee receives monthly Personnel reports.

Policy 4130-Jury/Witness Duty – This policy is regarding a mandated leave and it should be covered under policy 4340-Leaves of Absence.

Policy 5090-Safety and Health – Aspects of the policy could lead to additional liability rather than an enhancement of services to the community since the programs would be impossible to mandate and maintain.

Mrs. Damoci MOVED, seconded by Ms. Reed-

**TO** rescind Policies 1330-Complaints Concerning Staff, 2161-Personnel Department Reports, Policy 4130-Jury/Witness Duty, and Policy 5090-Safety and Health.

Two Board members and the Executive Director spoke on the motion.

The motion was carried unanimously.

Amend Policy 4631-20-Services Awards, Policy 4340-20-Leaves of Absence, Policy 4330-20-Bereavement Leave, Policy 4360-20-Holidays, Policy 4502-20-Pay Provisions

It was the recommendation of the Executive Director and Human Resources Director that the following policies be amended. By unanimous approval, the Executive Committee moved to recommend to the Board the amendment of these policies.

Policy 4631-20-Services Awards – Amend policy to include new process for presenting service awards.

Policy 4340-20-Leaves of Absence – Amend policy to include just a general statement about leaves of absence. In California, there are over 15 laws related to leaves of absence and these can change each year. Recognize in the policy that we will follow all Federal or State law regarding these leaves.

Policy 4330-20-Bereavement Leave – Amend policy to include domestic partner and legal guardian.

Policy 4360-20-Holidays – Amend policy to clarify that time worked on the holiday is paid at one and one half (1 ½) times the regular rate of pay for full-time employees. This is current practice and is the wording in the current and new employee handbooks.

Policy 4502-20-Pay Provisions – Amend policy to be consistent with handbook and policy 4360-20-Holidays regarding the payment of holiday time.

Mrs. Damoci MOVED, seconded by Ms. Snowden-

**TO** approve the amendments to Policy 4631-20-Services Awards, Policy 4340-20-Leaves of Absence, Policy 4330-20-Bereavement Leave, Policy 4360-20-Holidays, Policy 4502-20-Pay Provisions

The motion was carried unanimously by the Board members present.

Adopt Policy 4322-20, California Sick Leave and Amend Policy 4320-20, Sick Leave.

By unanimous approval, the Executive Committee moved to recommend to the Board the adoption of policy 4322-20-Cal Sick Leave and the amendment of policy 4320-20-GRF Sick Leave to be effective on July 1, 2015.

Policy 4322-20-Cal Sick Leave – Adopt policy to comply with California's Health Workplaces, Healthy Family Act of 2014. This new legislation states that all employees are entitled to a specific amount of sick leave per year and sets forth the terms and conditions of that leave effective July 1, 2015. The adoption of this policy is required to conform to the requirements of the new law. This policy was sent to GRF's employment attorney, Mark Payne at Rutan & Tucker, for review and approval to ensure full compliance with the law.

Policy 4320-20-GRF Sick Leave – Amend policy to take into account the new California legislation. This policy is being amended to carve out the number of sick hours now mandated under the Cal Sick Leave policy and align usage to that policy. Since there are differences between the mandated Cal Sick Leave and the GRF Sick Leave, a requirement that the Cal Sick Leave be used first has been included.

Mrs. Wood MOVED, seconded by Ms. Rapp-

**TO** adopt 4322-20-Cal Sick Leave and Policy 4320-20-GRF Sick Leave.

The motion was carried unanimously by the Board members present.

Approve the GRF Employee Handbook

The current employee handbook was last updated in 2007. Since that date, numerous GRF policies have been amended, adopted, and rescinded and new Federal and State legislation has been enacted, therefore; the new employee handbook was created based on GRF policies and then sent to our employment attorney, Mark Payne at Rutan & Tucker, for review. His firm reviewed the document to ensure that we were in compliance with all Federal and State legislation. The document has been reviewed by members of the Executive Committee for the past several months. As new legislation is enacted, changes have been made to the document to ensure that it remains current.

At the Executive Committee on April 14, 2015, it was unanimously recommended that the GRF Employee Handbook be sent to the Board for final approval.

Mrs. Damoci MOVED, seconded by Mr. Moore-

**TO** approve the GRF Employee Handbook

The motion was carried unanimously by the Board members present.

The Executive Director thanked the Board, on behalf of the Human Resources Director and himself, for their work on the Employee Handbook.

Approve City of Seal Beach Centennial Commemorative Bricks

At the special meeting of the Architectural Design and Review Sub-committee on April 10, 2015, it was the consensus of the ADRC to recommend to the Executive Committee the allotment of Trust Property for the purpose of installation of the City of Seal Beach Commemorative Centennial Bricks in the area between the Administration Building and the Medical Center building (Exhibit A). The Executive Committee reviewed the request on April 14, 2015 and duly moved and approved to recommend to the Board the use of Trust Property for this purpose.

Mr. Blake MOVED, seconded by Mr. Hood-

**TO** approve the use of Trust property, as noted in Exhibit A, for the  
installation of the City of Seal Beach Commemorative Centennial

Bricks as follows:

1. Total space allocation shall not exceed 1,000 Centennial Bricks (approximately 220-250 square feet).
2. The City of Seal Beach is to bear the cost of installation of the Centennial Bricks.
3. Bricks must only represent current and/or past Shareholder/Members.

The motion was carried unanimously by the Board members present.

**Finance Committee**

Amend Policy 5520-31; Reserves

The Finance Committee recommended review of Policy 5520-31, Reserves, by the Policy Rewrite Sub-committee. Based on its recommendations of April 6, 2015, the Finance Committee duly moved and approved to recommend the GRF Board accept Policy 5520-31, as re-written.

Mr. Lukoff MOVED, seconded by Mr. McGuigan-

**TO** approve the amendments to Policy 5520-31, Reserves.

Fourteen Board members spoke on the motion.

Mr. Hood MOVED, seconded by Mrs. Wood, and carried unanimously-

**TO** call the question.

The motion failed with nine no votes (Blake, Bolton, Damoci, Kravitz, Krieger, Michaelides, Rapp, Reed and Stone).

#### Amend Medical Center Lease

In order to maintain adequate patient levels to support the Medical Center and the attending physicians, the proposed fifth amendment would delete paragraph 2 (a) of the existing agreement and allow non-shareholder/Members of the community to utilize the Medical Center. At the regular scheduled meeting of the Finance Committee on April 21, 2015, the Committee reviewed and approved to recommend to the Board the proposed fifth amendment (Exhibit A) to the Medical Center as provided by Kent Clayton, CEO, Los Alamitos Medical Center (Tenet Health).

Ms. Stone MOVED, seconded by Mrs. Wood-

**TO** approve the amendment to the Medical Center Lease

Five Board Members and the Executive Director spoke on the motion.

The motion was carried with three no votes (Blake, Kravitz and Snowden).

#### **ITS Committee**

The ITS Committee did not request action by the GRF Board.

#### **Library Committee**

The Library Committee did not request action by the GRF Board.

#### **Physical Property Committee**

#### Approve Acceleration of Funds from Reserves for the Purchase of Administration Building Blinds

At the regular meeting of the Physical Property Committee on April 10, 2015, the Committee reviewed a request to replace the window coverings in the Administration Building first floor (Accounting, Stock Transfer, Distribution and ITS). Upon discussion, the Committee unanimously voted to match the blinds used upstairs in the Administration Building and to accelerate the reserve funds for the components and forward the request to the GRF Board for approval. Several vendors (4) were requested to submit quotes; however, only one was received. Coast Factory Blinds submitted a quote of \$3,372.00 (see Exhibit A).

Ms. Stone MOVED, seconded by Ms. Rapp-

**TO** accelerate the reserve funding to replace window coverings on



the first floor of the Administration Building and award a contract to Coast Factory Blinds in the amount \$3,372.00 and authorize the President to sign the contract.

One Board member and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Recreation Committee**

Amend Policies 1401-Outside Buses, 1403-Commercial Use, 1406-Limitations on Use, 1411-Clubhouse Reservations, 1431-Liability Insurance-Clubs, and 1480-Arts and Crafts Festival

The following policies have been reviewed by the Policy Rewrite Sub-committee and have been updated and rewritten to reflect current practices.

Mrs. Damoci MOVED, seconded by Ms. Reed-

**TO** approve to amend Policies 1401-50, Outside Buses, 1403-50, Commercial Use, 1406-50, Limitations on Use, 1411-50, Clubhouse Reservations, 1431-50, Liability Insurance-Clubs, and 1480-50, Arts and Crafts Festival.

The motion was carried unanimously by the Board members present.

Rescind Policies 1401.1-Bus Stops-Outside Buses, 1402-Notice of Closing, 1404-Sale of Alcoholic Beverages, 1408-Tour Buses, 1410-Eligible Organizations, 1410.1-Use of Clubhouse Facilities by Outside Organizations, 1411.1-Reservations Procedures, 1411.2-Clubhouse Cleaning Standards, 1411.6-Reservations by Outside Organizations, 1412.1-Political Meetings, 1413-Charges, 1414-Specific Rules of Clubs or Organizations Using Clubhouses, 1432-Liability Insurance-Caterers, 1440-Hours, 1460-Clubhouse Rules, 1465-Saturday Dances, 1481-Arts and Crafts Festival Regulations.

The following policies have been reviewed by the Policy Rewrite Sub-committee and are either out dated or no longer applicable or have been rewritten into other existing policies:

Ms. Rapp MOVED, seconded by Ms. Snowden-

**TO** rescind Policies 1401.1-Bus Stops-Outside Buses, 1402-Notice of Closing, 1404-Sale of Alcoholic Beverages, 1408-Tour Buses, 1410-Eligible Organizations, 1410.1-Use of Clubhouse Facilities by

Outside Organizations, 1411.1-Reservations Procedures, 1411.2-Clubhouse Cleaning Standards, 1411.6-Reservations by Outside Organizations, 1412.1-Political Meetings, 1413-Charges, 1414-Specific Rules of Clubs or Organizations Using Clubhouses, 1432-Liability Insurance-Caterers, 1440-Hours, 1460-Clubhouse Rules, 1465-Saturday Dances, 1481-Arts and Crafts Festival Regulations.

The motion was carried unanimously by the Board members present (Messrs. Kravitz and Krieger were temporarily absent).

Approve Funds for a city Business License for Farmers Market

Mr. Blake MOVED, seconded by Ms. Rapp-

**TO** approve a contract between Enriched Farms and the Foundation for the sole purpose of the providing of Farmers Market and Food Truck events with vendors allowed to sell the wares and services upon Trust Property and authorize the President to sign the applicable agreements. Further, to approve the securing of the required City of Seal Beach Business License and associated stall fees, on behalf of the Foundation, in an amount not to exceed \$1,300.00, for the purpose of Farmers Market and Food Truck events.

Five Board Members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members present.

**Security, Bus and Traffic Committee**

Approve Digital Photograph Procedure

Mr. McGuigan MOVED, seconded by Mr. Hood-

**TO** approve the digital Photograph Procedures, as written.

The motion was carried unanimously by the Board members present.

Approve Digital Recording Devices of Buses

Mr. Hood MOVED, seconded by Ms. Rapp-

**TO** approve the purchase of bus digital video systems, in the amount of \$16,086.40, from Upland Sound shop per their estimate of March

27, 2015, and authorize the Executive Director to initiate the purchase and installation.

The motion was carried unanimously by the Board members present.

### **CONTROLLER'S REPORT**

The Controller's report is included at the end of the minutes as an attachment.

### **EXECUTIVE DIRECTOR'S REPORT**

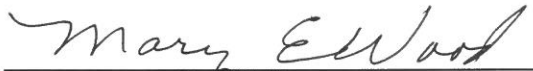
The Executive Director's report is included at the end of the minutes as an attachment. The Executive Director also shared with the GRF Board and the shareholder audience that projects are on time and on schedule; however, the continents on the Globe have been found to be in dire condition and are beyond a state of repair.

### **BOARD MEMBER COMMENTS**

Sixteen Board members spoke on the keenly-felt loss of fellow Board Member, John DeMarco, entertainment, appreciation to the shareholders who attended the Board meeting, of staff, of Councilwoman Sandra Massa-Lavitt, of staff, of the Policy-Re-write Sub-committee, of the Farmer's Market, and a reminder of the June election, annual and organizational meeting.

### **ADJOURNMENT**

The meeting was adjourned at 12:00p.m.

A handwritten signature in cursive script that reads "Mary E. Wood". The signature is written in dark ink and is positioned above a horizontal line.

Mary E. Wood, Corporate Secretary  
GRF Board of Directors  
dfb

## Controller's Financial Recap – March 2015

As of the three-month period ended March 2015, the financial reports indicate that GRF is in favorable financial position with a surplus of \$246,422.

Major variances are:

Salaries & Wages	53,028	Hours worked are below budget for various cost centers, mainly CC74.
Employment Taxes & Benefits	102,284	Workers Comp \$75K due to 2014 refund of \$60K; 401K ER match & Grp Ins. \$23K
Facilities Rentals & Maintenance	39,342	\$6K - Landscape contracts \$8K - Landscape extras \$10K - Sewer & street maintenance \$20K - Computer Maintenance
News Advertising Income	(65,480)	(\$30K) - Telephone book advertising (\$14K) - Display advertising
SRO Labor Cost Recovery	38,368	Actual labor exceeds budget

### Reserve & Capital Expenditures

Projects	Budget	YTD Expenditures
Projects From Reserves	\$1,090,900	\$31,099
Capital Improvement Projects from 2014	1,816,608	401,012
Capital Improvement Projects – 2015	245,979	14,255



P.O. Box 2069  
Seal Beach CA 90740

Description			
1122000	<b>Current Assets:</b>		
	Cash & cash equivalents	464,289	
	Non-Restricted Funds	603,004	
	Receivables	36,289	
	Prepaid expenses	377,980	
	Inventory of maintenance supplies	<u>502,602</u>	
	<b>Total Current Assets</b>		<b>1,984,164</b>
1211000	<b>Designated deposits</b>		
	Contingency Operating Fund	697,674	
	Reserve Fund	5,340,269	
	Capital Improvement Fund	557,587	
	Committed Funds	1,152,490	
	Liability Deductible & Hazard Fund	200,000	
1212500	Repair & Tax Deposits	<u>632,595</u>	
1212600			<b>8,580,614</b>
1213000	<b>Total designated deposits</b>		
1214000			
1411000	<b>Notes Receivable</b>		
	Notes Receivable	<u>701</u>	
	<b>Total Notes Receivable</b>		<b>701</b>
	<b>Fixed Assets</b>		
	Land, Building, Furniture & Equipment	30,728,854	
	Less: Accumulated Dep'n	<u>(20,121,008)</u>	
	<b>Net Fixed Assets</b>		<b>10,607,846</b>
	<b>Other Assets</b>		
	Premium on Municipal Bonds		<u>21,294</u>
	<b>Total Assets</b>		<b>21,194,619</b>

P.O. Box 2069  
Seal Beach CA 90740

Description			
<b>Liabilities &amp; Stockholders Equity</b>			
<b>Current Liabilities:</b>			
2111700	Accounts payable	1,187,109	
	Project Commitments- Reserves	1,152,490	
	Accrued payroll & payroll taxes	664,738	
	Accrued expenses	270,408	
	Accrued property taxes	<u>135,844</u>	
	<b>Total Current Liabilities</b>	<b>3,410,588</b>	
	<b>Total Liabilities</b>		<b>3,410,588</b>
<b>Stockholders' Equity</b>			
<b>Mutuals' Beneficial Interest</b>			
3211000	Contingency Operating Reserve Equity	697,674	
3212000	Reserve Equity	5,340,269	
3213000	Equity in Capital Improvement Fund	557,587	
3310000	Beneficial Interest in Trust	<u>4,598,701</u>	
	<b>Total Mutuals' Beneficial Interest</b>		<b>11,194,230</b>
<b>Membership interest</b>			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	<u>4,863,351</u>	
	<b>Total Paid-in-Capital</b>		<b>6,473,151</b>
	<b>Excess Income</b>		
	Current Year	<u>116,649</u>	
	<b>Total Excess Income</b>		<b>116,649</b>
	<b>Net Stockholders' Equity</b>		<b>17,784,031</b>
	<b>Total Liabilities &amp; Stockholders' Equity</b>		<b><u>21,194,619</u></b>

**Golden Rain Foundation  
Cash Flow Activity - All Reserves  
For the Month of March 2015**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Committed Funds	Liability Insurance Fund	Other Restricted	Nonrestricted Funds	Total
<b>Balance 2/28/2015</b>	<b>697,674</b>	<b>5,385,013</b>	<b>1,668,088</b>	<b>25,599</b>	<b>200,000</b>	<b>424,161</b>	<b>602,210</b>	<b>9,002,744</b>
Funded: Assessments		83,333						83,333
Funded: Membership Fees collected (68)		37,461	76,056					113,517
Funded: M17 Lease Fees collected (18)		1,904	3,864					5,768
Funded: Interest on Funds		2,374						2,374
Progress Payments on CIP		(8,524)	(202,322)	(22,500)				(233,346)
Expenditures		(161,292)	(988,099)	1,149,391				(0)
Commitments								-
Replenish funds for Donated Assets								-
Net Monthly Claims								-
Disbursement to Mutuals								-
Transfers between funds								-
Interest Income Allocation						208,434	794	209,228
Net Monthly Activity								-
<b>Balance 3/31/2015</b>	<b>697,674</b>	<b>5,340,269</b>	<b>557,587</b>	<b>1,152,490</b>	<b>200,000</b>	<b>632,595</b>	<b>603,004</b>	<b>9,183,618</b>
Net Activity	-	(44,744)	(1,110,501)	1,126,891	-	208,434	794	180,874

**Golden Rain Foundation**  
**Quick Balance Sheet Analysis**  
**For the Period Ended March 31, 2015**

**SELECTED BALANCE SHEET ITEMS**

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	464,289	474,275	(9,986)
Current Assets	10,564,778	10,894,538	(329,760)
Current Liabilities	3,410,588	2,652,906	757,682
Current Ratio	3.10	4.11	
Designated Deposits:	9,183,618	9,002,744	180,874
Reservet Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			
General Operating Fund			
Other Restricted Fund			
Committed Fund			

**RESULT OF OPERATIONS**

Current Month	Actual	Budget	Variance	%
Income	1,272,179	1,235,579	36,600	2.96
Expense	1,203,429	1,290,502	87,073	6.75
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>68,750</b>	<b>(54,923)</b>	<b>123,673</b>	
Year To Date	Actual	Budget	Variance	%
Income	3,832,689	3,832,704	(15)	(0.00)
Expense	3,485,147	3,731,583	246,436	6.60
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>347,542</b>	<b>101,121</b>	<b>246,421</b>	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2015
151.38	151.69	154.28



2015 Reserve Expenditures		Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
Center	Description		Jan-Feb	Mar	Total			
		3,300	-		0.00	3,300.00		3,300.00
34	St. Andrews & North Gate Server Replacements (Incl. 10% contingency)	3,300	-		0.00	3,300.00		3,300.00
34	Server Rack Cabinet UPS Backup Power Unit (Incl. 10% contingency)	8,800	-		0.00	8,800.00		8,800.00
34	Replace Wireless Access Points at Clubhouses (Incl. 10% contingency)	4,500	-		0.00	4,500.00		4,500.00
35	Reupholster Furniture	25,000	-		0.00	25,000.00		25,000.00
45	Replace Rigging Amphitheater Stage	6,000	-		0.00	6,000.00		6,000.00
45	Paint Amphitheater	8,000	-		0.00	8,000.00		8,000.00
45	Refinish Flooring- Amphitheater	2,500	-		0.00	2,500.00		2,500.00
48	Replace Hot Tub Cover	3,500	-	3,323.50	3,323.50	176.50	312.00	(135.50)
51	BBQ Replacement	2,500	-	2,337.19	2,337.19	162.81	230.75	(67.94)
51	25 Long Tables	2,500	-	2,658.02	2,658.02	(158.02)		(158.02)
51	30 Card Tables	6,000	-		0.00	6,000.00		6,000.00
51	40 Arm Chairs	4,000	-		0.00	4,000.00		4,000.00
52	2 Portable Microphone Systems	6,000	-		0.00	6,000.00		6,000.00
52	40 Arm Chairs	8,000	-		0.00	8,000.00		8,000.00
53	4 Portable Microphone Systems	6,000	-		0.00	6,000.00		6,000.00
53	40 Arm Chairs	5,000	-		0.00	5,000.00		5,000.00
54	30 Round Tables, 60" diameter	4,000	-		0.00	4,000.00		4,000.00
54	2 Portable Microphone Systems	6,000	-		0.00	6,000.00		6,000.00
54	40 Arm Chairs	6,000	-		0.00	6,000.00		6,000.00
54	Recover Partitions	4,500	-		0.00	4,500.00		4,500.00
54	New Kitchen Floor	2,500	-		0.00	2,500.00		2,500.00
54	Emergency Generator	2,500	-		0.00	2,500.00		2,500.00
55	New Bathroom Flooring by Café	2,500	-		0.00	2,500.00		2,500.00
56	1 Portable Microphone Systems	6,000	-		0.00	6,000.00		6,000.00
56	40 Arm Chairs	21,404	74.77	205.56	280.33	21,123.67		21,123.67
74	Remodel Service Mtnc Ofc (lights, paint, carpet, work stations) (726-14)	3,298	-		0.00	3,298.32		3,298.32
79	Replace 6 Holiday Trees	760,000	-		0.00	760,000.00		760,000.00
79	Street resurfacing, St. Andrews Drive	125,000	-		0.00	125,000.00		125,000.00
79	56 Trees Replaces in street medians	184,270	-	22,500.00	22,500.00	161,770.00		161,770.00
79	Main Gate Beautification - Globe (730-15B)		-		0.00	0.00		0.00
<b>Total Planned Reserve Expenditures</b>		<b>1,232,872.32</b>	<b>74.77</b>	<b>31,024.27</b>	<b>31,099.04</b>	<b>1,201,773.28</b>	<b>542.75</b>	<b>1,201,230.53</b>

Total Reserve Expenditures

1,232,872.32	74.77	31,024.27	31,099.04	1,201,773.28	542.75	1,201,230.53
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Capital Improvement Fund Carryover from 2014		Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
Center	Description		Jan-Feb	Mar	Total			
		1,000	-		0.00	1,000.00	117.00	883.00
30	Admin. Building Remodel 2014 (Lighting) (ARB2014)	1,000	-		0.00	1,000.00		1,000.00
32	Barcode label printer	1,000	-	1,379.65	1,379.65	(379.65)	522.00	(901.65)
34	Surveillance Camera Expansion	53,571	19,786.00		19,786.00	33,785.00		33,785.00
34	Jenark System	15,000	-		0.00	15,000.00		15,000.00
37	Automated Pedestrian Gate	4,000	-		0.00	4,000.00		4,000.00
37	4 Visitor Admissions Printers	558	408.79		408.79	149.21		149.21
37	Portable security cameras for outdoor use	70,000	1,409.21	6,263.07	7,672.28	62,327.72		62,327.72
79	Resales Office Remodel (725-14)	10,156	9,310.00		9,310.00	846.00		846.00
79	Perimeter wall sections R (591-01B-R)	341,850	75,600.00	75,600.00	151,200.00	190,650.00		190,650.00
79	Perimeter wall sections A (591-01B-A)	702,900	2,600.00		2,600.00	700,300.00		700,300.00
79	Perimeter wall sections J & K (591-01B-JK)	23,475	-		0.00	23,475.00		23,475.00
79	Westminster Wall Section L & M/ Engineering (668-11B)	26,777	26,776.50		26,776.50	0.50		0.50
79	Landscape Improvement - Canoe Brook/EI Dorado (713-14)	80,750	72,675.00	8,075.00	80,750.00	0.00		0.00
79	In- Road Lighting Plan- St. Andrews- Lighted Crosswalk (702-14)	59,463	-	44,460.00	44,460.00	15,003.00		15,003.00
79	St. Andrews Improvement @ Tam O'Shanter (721-14)	56,494	-	45,438.93	45,438.93	11,055.07		11,055.07
79	Street Painting (708-14-PS)	50,000	-		0.00	50,000.00		50,000.00
79	St. Andrews Gate Improvements (723-14)	154,234	-		0.00	154,234.00		154,234.00
79	Del Monte Drive Removal & Replacement (722-14)	4,380	4,380.00		4,380.00	0.00		0.00
79	Bridge Repairs @ Burning Tree & Del Monte (3361-14P)	50,000	-		0.00	50,000.00		50,000.00
79	Pharmacy Pedestrian Circulation and Ramp Design (710-14)	90,000	-		0.00	90,000.00		90,000.00
79	Re-Roofing Community Facilities Buildings - CH1 (711-14)	7,000	-	6,850.00	6,850.00	150.00		150.00
79	Paint Front Gate Security Building (716-14)	8,000	-		0.00	8,000.00		8,000.00
79	2014 Trust Street Paving (708-14)	5,000	-		0.00	5,000.00		5,000.00
79	Paint Exterior Resales Building (718-14)							
<b>Total Planned Capital Acquisitions</b>		<b>1,816,608</b>	<b>212,945.50</b>	<b>188,066.65</b>	<b>401,012.15</b>	<b>1,415,595.85</b>	<b>639.00</b>	<b>1,414,956.85</b>

### Total Capital Acquisitions

From 2013 Capital Carryover	25,156
From 2014 Capital Carryover	1,791,452
<b>Total Carried to 2015 Capital Improvement Fund @1/1/2015</b>	<b>1,816,608</b>

1,816,608	212,945.50	188,066.65	401,012.15	1,415,595.85	639.00	1,414,956.85
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2015 Capital Plan		Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
Center	Description		Jan-Feb	Mar	Total			
		15,000			0.00	15,000.00		15,000.00
22	Back Hoe attachment	5,000			0.00	5,000.00		5,000.00
22	Water storage, pump and hose	4,000			0.00	4,000.00		4,000.00
22	Evacuation chairs (2)	3,000			0.00	3,000.00		3,000.00
33	Caregiver pass printer	5,500			0.00	5,500.00		5,500.00
34	Credit Card POS Solutions	63,800			0.00	63,800.00		63,800.00
34	Second Server/Rm Mods (ITS-01)	6,600			0.00	6,600.00		6,600.00
34	Main Server Room Modifications	44,000			0.00	44,000.00		44,000.00
34	CH4 Technology Enhancements	22,000			0.00	22,000.00		22,000.00
34	Visual Display Solutions	9,663	11,717.08		11,717.08	(2,054.08)		(2,054.08)
36	Backup Server - Macintosh	1,416	1,397.27		1,397.27	18.73		18.73
36	Dell Workstation Monitors	9,000			0.00	9,000.00		9,000.00
37	Radar Trailer	3,000			0.00	3,000.00		3,000.00
37	Patrol Car Security Cameras	3,000			0.00	3,000.00		3,000.00
37	Security Camera Monitors	13,000			0.00	13,000.00		13,000.00
38	Swing out Stop Signs for Buses	12,000			0.00	12,000.00		12,000.00
38	In Bus Cameras	3,000			0.00	3,000.00		3,000.00
38	Bus Backup Proximity Sensors	4,000			0.00	4,000.00		4,000.00
40	Additional Sand Trap	5,000			0.00	5,000.00		5,000.00
51	BBQ Area Wind Wall & Electrical Line	12,000		226.31	226.31	11,773.69		11,773.69
54	Conference Room Mic System	2,000		914.30	914.30	1,085.70		1,085.70
56	Ballet Barre	59,000			0.00	59,000.00		59,000.00
79	ADA Improvement Main Parking Lot				0.00	0.00		0.00
<b>Total Planned Capital Acquisitions</b>		<b>304,979.00</b>	<b>0.00</b>	<b>14,254.96</b>	<b>14,254.96</b>	<b>290,724.04</b>	<b>0.00</b>	<b>290,724.04</b>

Total Capital Acquisitions

304,979.00	0.00	14,254.96	14,254.96	290,724.04	0.00	290,724.04
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Golden Rain Foundation

Leisure World, Seal Beach

April 28, 2015 meeting of the Board of Directors  
Executive Directors Report



Due to the growing trend in the incident and care reports, it's important to make sure you and your loved ones are aware of the potential dangers present in the home and prepare accordingly. You can help prevent falls and accidents by making changes to unsafe areas in your home with these tips.

## General Home Safety

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Please use the following home safety tips to help you and your loved ones stay safe:

- Consider a medical alert or a buddy system
- Keep a fire extinguisher in the kitchen and never tamper with the smoke detector
- Never smoke when alone or in bed
- Always get up slowly after sitting or lying down. Take your time, and make sure you have your balance.
- Wear proper fitting shoes with low heels
- Use a correctly measured walking aid
- Remove or tack down all scatter rugs
- Remove electrical or telephone cords from traffic areas
- Avoid using slippery wax on floors
- Wipe up spills promptly
- Avoid standing on ladders and never stand on a chair



# Bathroom Safety

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- Leave a light on in your bathroom at night
- Use recommended bath aids, securely installed on the walls of the bath/shower stall and on the sides of the toilet
- Skid-proof the tub and make sure the bath mat has a non-slip bottom.
- Mark cold and hot faucets clearly
- Make sure that towels, soap, shampoo, etc. are easily accessible (no reaching)
- Use door locks that can be opened from both sides
- If possible, bathe only when help is available.

# Kitchen Safety

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- Keep floors clean and uncluttered
- Illuminate work areas
- Keep potholders nearby and use them
- Store sharp knives in a rack
- Turn pot handles away from the front of the stove
- Double check stove and oven temperature settings
- Double check microwave time settings before pressing start
- Store heavier objects at waist level
- Store hazardous items separate from food
- Avoid wearing long, loose clothing when cooking over the stove
- Make sure food is rotated regularly and check expiration dates
- Never leave the kitchen when the stove or oven is on

# Drug Safety

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- Review your medicines frequently with your doctor or pharmacist and when you take new medication
- Make sure medicines are clearly labeled
- Read medicine labels in good light to ensure you have the right medicine and always take the correct dose
- Dispose of any old or used medicines
- Never borrow prescription drugs from others
- Check with your doctor or pharmacist before you mix alcohol and your drugs
- Check with your doctor or pharmacist before mixing non-prescription drugs and prescription drugs



## **General Project Update**

### **1. SAFETY AND ACCESSIBILITY ADMINISTRATION/PHARMACY**

- Physical Property Committee agreed to look at the possibility of using Project Funds not used after the Pavement Project is completed to reduce risk in this area
- Physical Property was asked to look at the cost to provide covered bus benches in front of the Pharmacy to prevent pedestrians from tripping over the curb
- Estimate of \$26,000 to install three bus shelters
- Craig Webber looking into possible solution to the area
- Solution to be presented to PPC in April 2014
- Action by the Physical Property Committee at their April meeting to approve the plan for removing two trees replacing concrete and adding bollard options and to have staff send out a RFP bringing bids back to a future meeting
- RFP scheduled to go out for bid mid-July
- At the July 10 PPC the committee asked staff to include a solution for the handicap parking in front of the Pharmacy
- Review/Modification to RFP in process
- Pharmacy entrance was given to the Architectural Design Review Committee for their input
- At its September meeting PPC requested staff to contract with ADA Inspections Plus LLC to perform a circulation evaluation and ramp design for the Administration and Health care areas.
- At its October meeting the PPC reviewed plans from ADA Inspections Plus and asked staff to make some changes and present them at the next meeting
- PPC at its November meeting asked staff to send out an RFP for this project on plans approved at this meeting RFP in process
- RFP sent out and bids are due back at Februarys PPC meeting
- At its 2/13/15 meeting two bids were opened and the PPC is recommend M.J. Jurado be awarded this project due to their experience in the community. The cost to complete this project is \$98,837 plus a 10% contingency of \$9,883 for a total of \$108,720. This information was forwarded to the Finance Committee for funding
- The Finance Committee – At its March meeting the Finance Committee recommended to include \$59,000 of funding from 2015 Capital funds.
- Action placed on the GRF Board 3/24/15 agenda
- At its March 24, 2015 the GRF Board awarded a contract to MJ Jarado in the amount not to exceed \$108,720.00 to replace and enhance various parking and access elements around the Administration and Medical Center Buildings
- Work in process

## 2. TRUST STREET PAINTING

- RFP sent out mid August. Bids due back September 8 and opened at the PPC September meeting
- To be included in the 2014 Paving Project
- At its meeting on September 12, 2014, the Physical Property Committee unanimously recommended a contract be awarded to PCI for this work, this item is on the GRF agenda for September
- GRF Board approved this project at its October 2, 2014 meeting. Start date is November 3, 2014 work in process
- Contractor is taking care of punch list

## 3. AUTOMATIC GATE AT MAIN GATE EXIT

- Action by the SBT Committee to have Physical Property Department send out RFP
- Physical Property Department developed RFP
- Physical Property Department received 3 bids
- Contract executed on 1/21/14
- Gate will be installed after Perimeter Wall is complete.
- Physical Property Staff working with the contractor to set equipment for the gate
- The contract was signed with the understanding the system would comply with ADA standards and does not. Alternate options will be presented at the November PPC.
- This item is on the GRF Board agenda for November to approve installation of an Vortex Gate not to exceed \$15,000 installed
- Gate is on order and scheduled for installation early April
- Door/Gate installed, low voltage wiring in process

## 4. PERIMETER WALL PROJECT 2014 SECTION A

- Action by the Physical Property Committee at its February 2014 meeting to inspect the condition of the remaining walls and bring back to the Committee 3 options to replace section L and M was requested at its Feb meeting
- Inspections in process Information presented at March PPC Meeting
- Physical Property Committee at its March meeting asked staff send out RFP for grading plans at Perimeter Wall section L and M with wall to be moved to the outer edge of property
- RFP in process (need soil sample first)
- Action by the Physical Property Committee to have staff provide cost for soil sample at section L and M and to have staff obtain a cost for removal and replacement of sections I, J and K from the current contractor. Cost from current contractor was discussed
- Physical Property Committee at its May meeting asked staff send out RFP for replacement of J and K having wall sections broke down and include a cost for section I
- At the May PPC budgeted funds of 8,500 were approved to have staff obtain soil samples for the property along wall sections L and M

- Soil Samples collection from section L and M conducted July 5, results came back clean
- Staff is working with OCFC to determine property line access requirements, drainage details and gate requirements at C/H 2 for Sections J and K
- OCFC has no record of property line. Quotes are being collected for the cost of a survey
- At the August PPC Meeting the Committee directed staff to focus on replacement of Section A in place of Section J and K. Cost will be presented at the September PPC Meeting
- At its meeting on September 12, 2014, the Physical Property Committee unanimously recommended the Board award a contract to Dantuma Masonry for the replacement of Perimeter Wall Section A, this item is on the September GRF Board agenda
- GRF Board approved Perimeter Wall Section A at its October 2, 2014 meeting. Start date is scheduled for November 3, 2014, work in process. Meet with Mutual 15 Board on project flow
- Block Wall, Tree and landscape removal started 11/19/2014 along section A.
- Work in process

#### 5. ROOF REPLACEMENT CLUBHOUSE 1

- Action by the PPC at their April meeting to send out an RFP to re roof Clubhouse 1 and have staff provide options for skylights and materials was made
- Direction was given to staff at the May PPC meeting to send out an RFP to re roof Clubhouse 1 and not include an option for skylights
- RFP sent out bids due back August 26 and will be opened at the PPC September meeting
- At its meeting on September 12, 2014 the Physical Property Committee unanimously voted to recommend the Board award a contract to Adco Roofing & Weather Proofing for the replacement of the A-Frame and lower portion roofs of Clubhouse One, this item is on the September GRF Board agenda
- Architectural Review Committee chose the color of the roof
- GRF Board approved this project at its October 2, 2014 meeting. Start date is scheduled for November 3, 2014,
- Final ridge venting to be completed by April
- Work in process

#### 6. PAINTING CLUBHOUSE 3 INTERIOR

- At its November 14th meeting the PPC opened 4 bids and asked staff to analyze the bids and bring a recommendation back to the next meeting
- The GRF Board approved to award a contract with General Coatings in the amount of \$26,950 to paint the interior of Clubhouse 3 At its December 19, 2014 meeting
- Contractor will start work January 26 and will be working after hours
- Work in process and scheduled to be completed early May

## 7. SALES OFFICE UPGRADES

- At its December 19, 2014 GRF Board meeting the Board approve \$70,000 to upgrade the Sales office
- The Service Maintenance Department is conducting minor repairs and the Physical Property Department has sent out RFP's for paint , carpet and window covering
- Work in progress

## 8. SERVICE MAINTENANCE UPGRADES

- Staff is sending out RFP's to replace carpet, paint, workstations and window coverings for the Service Maintenance Office
- At its March 24,2015 the GRF Board approved to renovate the Service Maintenance Administration Office at a cost not to exceed \$21,404.00
- Work in process

## 9. GLOBE ENTRY MONUMENT REPAIRS AND CONERVATION

- PPC on February 13, 2015 reviewed 3 options of repair for the Globe with 6 different contractors. The PPC unanimously choose the option to sandblast down to bare metal, make repairs as needed and paint one color.
- Action by the GRF Board at its February 24, 2015 meeting to repair and conserve the Trust asset identified as the Globe in the amount not to exceed \$163,270.00 was passed
- Contract executed March 10, 2015
- Work in process, contract completion date May, 8 2015
- Action by the GRF Board to approve a change order for \$20,955.14 to upgrade the paint from Solid to Metallic
- Work in process

## 10. PAVING PROJECT SOUTH ST. ANDREWS DRIVE/ST. ANDREWS GATE

- The PPC at its March meeting accepted quotes from Urban Crossroads to complete studies for the St. Andrews paving project and St Andrews Gate at a cost of \$4,780.00 and \$3,590.00
- Contract in process

## 11. PERIMETER WALL SECTION B

- PPC at its March meeting approved staff to conduct a survey of the property line with Anacal Engineering at a cost not to exceed \$9,999.00
- Contract in draft stage

## 12. CLUBHOUSE 4 KITCHEN FLOOR

- PPC and ADRC approved refinishing the floor in Clubhouse 4 kitchen at their February meetings
- Contract with Best Custom Coating was executed on February 23 2015
- Work started April 20 2015 and is scheduled for completion April 26 2015

## 13. TREE REMOVAL ON NASSAU AND 1.8

- PPC at its March meeting approved staff to remove 11 trees and plant material between the entrance and exit of 1.8 and next to the Perimeter wall.
- Physical Property Department is scheduling work with SpectrumCare
- Completed, Final Report

## **IT Services Project Update**

### 1. CMMS SOLUTION SEARCH

- Replacement for MicroMain in progress
- Reviewed GRF counsel's draft MicroMain contract termination letter on 4/23
- Software Advise service used to provide software recommendations
- Four solutions referred by Software Advise reviewed through several web demos with key department management
- Three solutions reviewed in depth with secondary demos held
- Staff identified one in particular (Axxerion) as a strong solution and good fit
- Requested proposals and will receive by 4/27 week for review
- Additional, more detailed demos will be held with Axxerion and the following departments
  - Service Maintenance, Recreations, Physical Properties, Security, Finance

### 2. MICROSOFT OFFICE 2013 TRANSITION

- 2<sup>nd</sup> Phase - 20 licenses to be purchased and installed
  - i. Accounting, Administration, Community Facilities (Complete)
  - ii. 3<sup>rd</sup> Phase News – July

## 2. SERVER ROOM MODIFICATIONS

- Approved by IT Services Committee on 3/10/2015
- ITS, Service Maintenance and outside vendor met to discuss plan to begin work.
- Acquisition of required materials in progress.
- Room has been cleaned and prepped for work.
- Work in progress, 50% completed

## 3. CREDIT CARD PAYMENT / POS SOLUTIONS

- Committee approved 3/11/2015
- Working with US Bank to order POS bundle kit and establish service.
- Deployment for the following departments:
  - Purchasing
  - Physical Properties'
  - Distribution

### **Recreation**

- Amphitheater rigging scheduled in April for repairs and replacement of components. Project Compete, final report.
- Amphitheater interior painting has become and expected to be completed by Mid-May.
- Amphitheaters stage floor refinishing will begin after the completion of the paint and is estimated to be completed before the end of May.
- Taco Tuesday and Pizza Thursday both are proving to be a huge success.
- The First City Expo was extremely well attended (over 2500 attendees), plans are already in the work for next years Expo.

### **Security**

- In a comparison of March 2014 to March 2015 security reports recap, the only significant items of note:
  - Increase in
    - Incident
  - Decrease in
    - In all other reportable areas
- 9 reported traffic incidents/accidents in February; incidents are in the very minor to minor category.

If you see suspicious activity report it immediately.



## **Personnel**

Ruth Smith, Human Resource Director has resigned, active search is underway.

Social Services - I'm pleased to announce that Cynthia Tostado will be joining the Foundation. Cynthia has sixteen years' experience as a hospice social worker and working with older adult populations. She started working part-time in the LW Health Care Center earlier this year assisting the lead Social Worker in assessing and providing counseling and referral services to residents of LW. She has also been working three days a week for Mission Hospice in Pasadena. She obtained her Bachelors and Masters Degrees in Social Work from SCULB.