



Executive Committee

Agenda

Administration Conference Room

Friday, October 9, 2015

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chair's Report
4. Approval of Minutes
 - a. Minutes of September 11, 2015
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence
7. Old Business
 - a. Discussion only – Code of Ethics & Censoring Policy
 - b. Discussion only – Bylaws
8. New Business
 - a. Council On Aging – Linda Walton
 - b. Employee Longevity
 - c. Cal State Long Beach – Interns In Security Department
 - d. Employee Holiday Incentive
 - e. Approve Purchase of Back Hoe (p.1)

9. Policies
 - a. Adopt/Revise
 - i. Committee Looking At New Policy – Special Elections
 - b. Rescind (No Action)
10. Sub Committee Reports
 - a. Emergency Planning
 - b. Policy & Procedure Sub-Committee
11. Staff Reports
 - a. Human Resources Director (pp.2-7)
 - b. Executive Director
12. President's Comments
13. Shareholder/Member Comments
(Limited to 3 minutes per person)
14. Committee Member Comments
15. Adjourn to Executive Committee Executive Session
 - a. Approval of Executive Session minutes
 - i. September 11, 2015
 - b. Personnel
 - c. Personnel Disciplinary Actions
16. Next Meeting – Friday, November 13, 2015 at 1:00 p.m. in the Administration Conference Room.
17. Adjournment
 - a. Friday, October 19, 2015 – Minutes distributed and posted on the website
 - b. Monday, November 9, 2015– Agenda items are due to the Recording Secretary
 - c. Tuesday, November 10, 2015 – Agenda packets are to be distributed and posted on the website



MEMO

TO: EXECUTIVE COMMITTEE
FROM: EMERGENCY PREPAREDNESS SUB-COMMITTEE
SUBJECT: PURCHASE OF BACK HOE
DATE: SEPTEMBER 29, 2015
CC: FILE

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. The quotes and specifications are attached.



Kubota U17
Backhoe

Eberhard Equipment	\$35,026
Pauley Equipment	\$35,159
Glenn Dorning Inc.	\$40,635

Action Requested:

Motion to recommend to the Board the purchase from Capital Funds a Kubota U17, in the amount of \$35,036.

**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
Expenses				
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
Total Openings		7	

5) Staff Counts

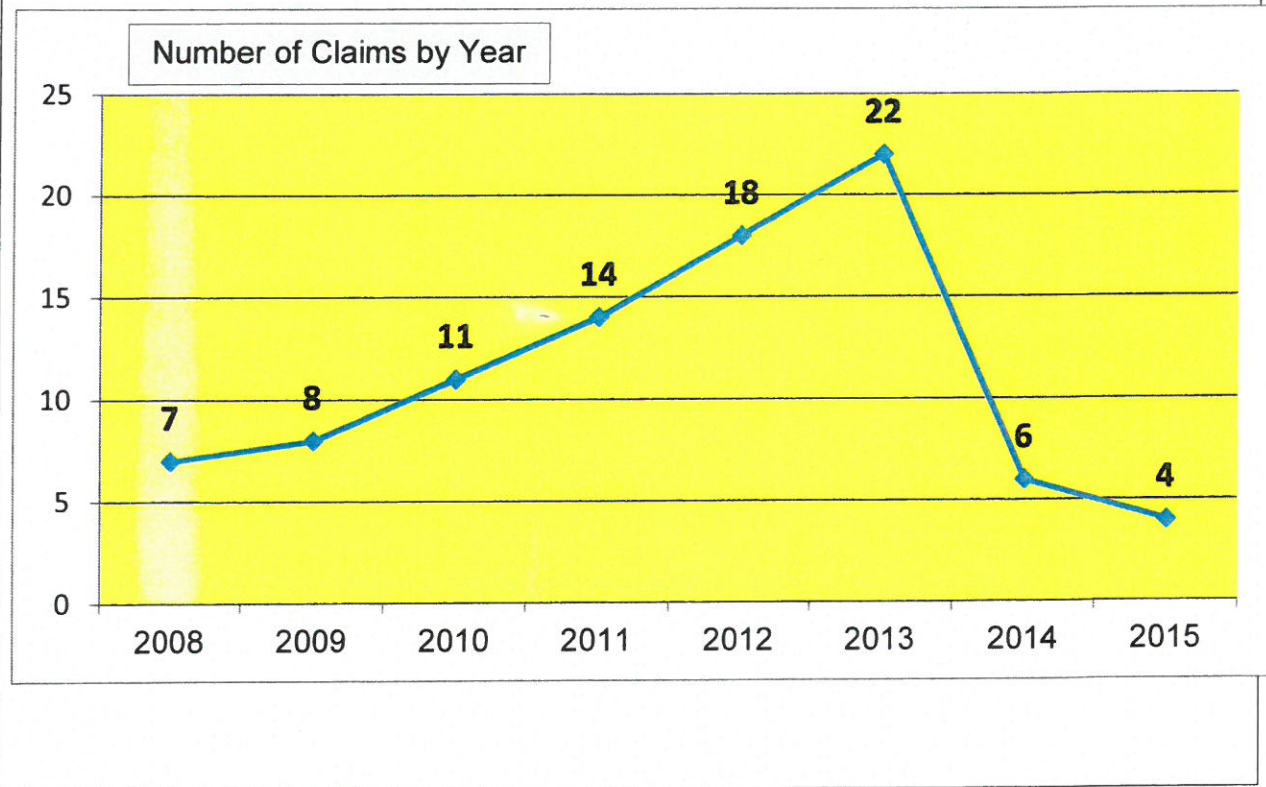
Current Staff Count – 219	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• September 2015	3	2	1
• YTD 2015	16	22	5
• Previous Year	37	38	9

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

<i>Month</i>	<i>Current Year 2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>	<i>2011</i>
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
Total	4	6	22	18	14



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

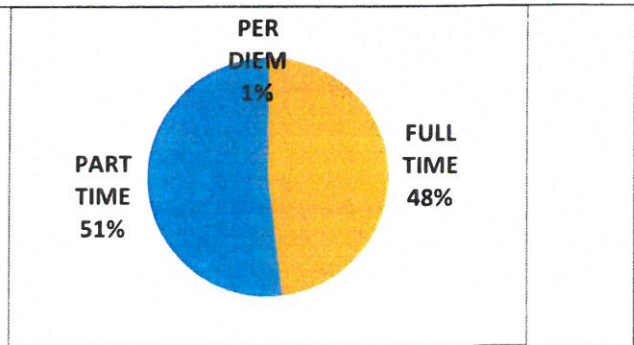
2015 Data as of 9/30/2015 Department	NEW HIRES		TERMINATIONS	
	2015 Actual	2014 Actual	2015 Actual	2014 Actual
ADMINISTRATION		2	1	
FINANCE		2		2
GOLF		1		
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS		1	1	1
LIBRARY		2	1	1
MUTUAL ADMINISTRATION	2		1	3
NEWS		2		2
PHYSICAL PROPERTY	2	5	1	
PURCHASING		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
GRAND TOTAL	16	37	26	38

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
Total	21	84	114
Total Employee Count	218		

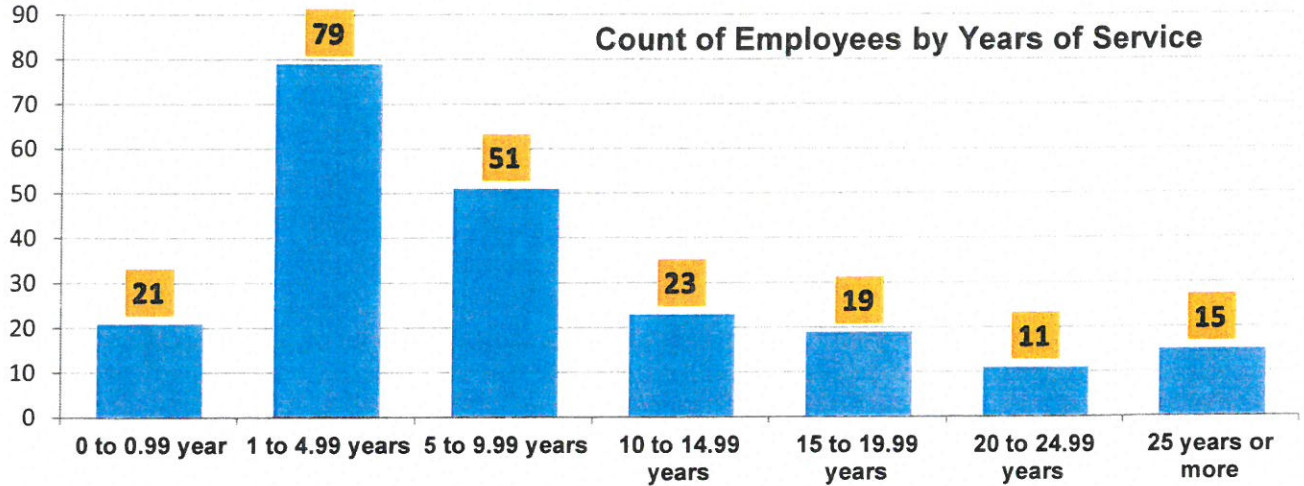
Summary

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



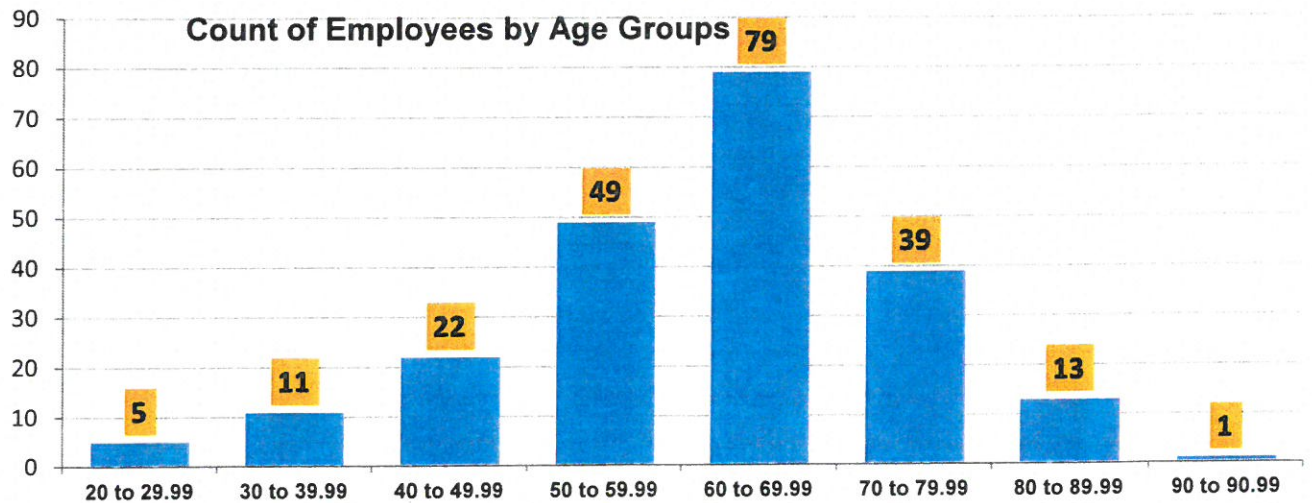
9) Demographics

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.		
Totals	113.25	226.33	113.08	\$2,734.27	\$8,165.75	\$5,431.48

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

 Print

SUMMARY

To Do List:	Online Action Items 0 ?	Paper Action Items 0 ?	Participant Notifications 0 ?	[View To Do List Requests]	Compliance Action Items 0 ?	[View Compliance Landing Page]
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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**

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