



**EXECUTIVE COMMITTEE MINUTES**  
**Friday, December 8 2017**

The meeting of the Executive Committee and the Golden Rain Foundation Board of Directors was held on Friday, December 8, 2017. The meeting was called to order at 10:00 a.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

**ROLL CALL**

Present:	Mrs. C. Damoci, Chair	Mrs. L. Perrotti
	Ms. L. Stone, President	Ms. K. Rapp
	Ms. S. Hopewell (left at 3:23 p.m.)	Mrs. J. Reed
	Mr. B. Lukoff	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Flynn, Director of Human Resources	
	Mr. P. Bristow, Security Services Director	
	Ms. B. Shuler, Finance Manager	
	Mr. E. Gomez, Safety/Emergency Coordinator	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Mrs. I. Heinrichs, GRF Representative, Mutual Eleven	
	Three Foundation Members	

**CHAIR'S ANNOUNCEMENTS**

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) 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 BOD 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/shareholder comment

period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in January.

## **CHAIR'S ANNOUNCEMENTS**

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Security Services Director Paul Bristow, Finance Manager Barbara Schuler, Safety/Emergency Coordinator Eloy Gomez, and Recording Secretary Deanna Bennett.

## **CHAIR'S REPORT**

The Chair did not present a report.

## **APPROVAL OF COMMITTEE MINUTES**

The minutes of November 13, 2017 were approved, as presented.

## **SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)**

One shareholder/member spoke on agenda topics.

## **CORRESPONDENCE**

No items of correspondence were received by the Committee.

## **UNFINISHED BUSINESS**

### Uniforms for Security and Recreation Staff

The Executive Director provided an update on the polo shirts for staff. The number of shirts to be purchased will be provided at the January Committee meeting.

### Amend Policy 5041-30, Real Property Acreage – Trust Property

The Committee concurred to recommend the GRF BOD amend Policy 5041-30, Real Property Acreage – Trust Property.

### Workers' Compensation Insurance Renewal

Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously by the Committee members-

**TO** recommend renewal of the Workers' Compensation Coverage with Berkshire Hathaway Homestate Companies (BHHC) for the 2018 policy year, in the amount of \$305,494.00, to the GRF Board of Directors, and authorize the President to sign the renewal.

## **NEW BUSINESS**

### Review Injury Illness Prevention Program document

The Safety/Emergency Coordinator advised that the IIPP has been updated and asked the Committee members to review it for discussion at the January Committee meeting.

### Review draft GRF Director Booklet

Mrs. Reed provided an update on the draft GRF Director Booklet; it is anticipated that it will be brought to the Committee for approval in January.

### Upcoming Training

The Executive Director stated that next Board training will likely be at the end of January or in February.

### Sexual Harassment training and reporting

The Committee concurred to recommend active shooter training for the GRF BOD

### Salary Survey

The Human Resources Director advised that the new payroll system, ADP, will provide salary survey data.

### Committee Discretionary Fund

Ms. Hopewell MOVED, seconded by Mr. Lukoff and carried unanimously by the Committee members –

**TO** approve the use of \$500 of Committee discretionary funds toward a pool of funds, not to exceed \$2,000, for the sole purpose of the purchase of \$50 gift cards for each of the Innovative Cleaning Services staff providing daily service to GRF.

Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously by the Committee-

**TO** approve the use of \$500 of Committee discretionary funds to the Architectural Design and Review Committee to beautify an area of Leisure World.

Mrs. Reed MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee-

**TO** recommend the formulation of policies pertaining to discretionary and voluntary funds.

Amend Policy 5092-30, Board of Directors Code of Ethics and Conduct, 5092.01-30

The Committee concurred to review the Amend Policy 5092-30, Board of Directors Code of Ethics and Conduct, Policy 5092.01-30, Board of Directors Censure Procedure and Policy 5092.02-30, Motion to Censure at the January Committee meeting.

The Chair requested the Committee review the Executive Committee policies for discussion of which are rules and which are policies.

**SUBCOMMITTEE REPORTS**

Emergency Council Report

Ms. Snowden, the Liaison to the Emergency Council reported that she was unable to attend the Council last month. The Committee will discuss the level of staff and GRF BOD participation in the Council at the January Committee meeting.

GRF Director Booklet Sub-Committee

Mrs. Reed reported that the Sub-committee last met on November 21 and the next meeting will take place on December 13. Any suggested changes should be sent to Mrs. Reed or Ms. Hopewell.

Human Resources Director

The Human Resources Director presented the Human Resources report, as attached.

Ms. Rapp MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee-

**TO** approve the changes to the Wage Ranges for the Mechanic and Lead Mechanic Positions in the Transportation Department as outlined in the attached Wage Adjustment Analysis – Mechanic (3591.2) position to Wage Range 35 and Lead Mechanic (3591.1) to Wage Range 40.

Finance Manager

The Finance Manager presented the Finance Manager's report, as attached.

Executive Director

The Executive Director on reported on subjects pertaining to the community.

**MEMBER COMMENTS**

One member spoke on various items pertaining to the Committee's area of purview.

**COMMITTEE MEMBERS**

Seven Committee members spoke on topics related to today's Committee meeting.

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members.

TO go into Executive Session.

**ADJOURNMENT**

The meeting was adjourned 3:34 p.m.



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Carole Damoci

Chair, Executive Committee

12.08.17