



**EXECUTIVE COMMITTEE MINUTES
Friday, January 12, 2018**

The meeting of the Executive Committee was held on Friday, January 12, 2018. 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 led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. L. Perrotti
	Ms. L. Stone, President	Ms. K. Rapp
	Ms. S. Hopewell	Mrs. J. Reed
	Mr. B. Lukoff	

Staff and Guests:	Mr. R. Ankeny, Executive Director
	Ms. C. Flynn, Director of Human Resources
	Ms. B. Shuler, Finance Manager
	Mrs. D. Bennett, Recording Secretary
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. I. Heinrichs, GRF Representative, Mutual Eleven
	No 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 4th 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 February.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Finance Manager Barbara Schuler, and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of December 8, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

UNFINISHED BUSINESS

Review Injury Illness Prevention Program document

The Safety/Emergency Coordinator was unable to attend the meeting due to an unforeseen circumstance. The review of the IIPP (Injury Illness Prevention Program) document will take place in February.

Review draft GRF Director Booklet

The Committee reviewed and amended the GRF Director Booklet.

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

TO recommend the GRF BOD authorize use of the GRF Director Booklet.

ADP System Update

The Human Resources Director presented an update of the implementation of the ADP Systems.

NEW BUSINESS

Salary Survey

The salary survey will be discussed next month.

Review Administration Policy Index

The Chair requested the Committee to review the Administration policy index to determine which are policies, which are rules, which are charters and which are procedures.

Amend Policy 5092-30, Board of Directors Code of Ethics and Conduct, Policy 5092.01, Board of Directors Censure Procedure, and Policy 5092.02, Motion to Censure

The GRF President and the Executive Director will forward clarifying questions pertaining to the Code of Ethics policies to corporate counsel.

Adopt Policy regarding Anti-Discrimination

The Committee will forward the draft policy to corporate counsel for removal of references to Mutuals.

Adopt Policy regarding GRF BOD Travel and Reimbursement

The Committee concurred to review the draft policy at the February Committee meeting.

SUBCOMMITTEE REPORTS

Emergency Council Report

The Chair advised that this topic will be removed from forthcoming agendas.

STAFF REPORTS

Human Resources Director

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

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

TO accept the Project Coordinator job description, as presented.

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


No members 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.

ADJOURNMENT

The meeting was adjourned 4:16 p.m.



Carole Damoci
Chair, Executive Committee
01.12.18