



EXECUTIVE COMMITTEE MINUTES
Friday, April 13, 2018

The meeting of the Executive Committee was held on Friday, April 13, 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 (arrived 1:05 p.m.)
	Ms. S. Hopewell	Ms. K. Rapp
	Mr. B. Lukoff (left at 2:58 p.m.)	Mrs. J. Reed
		Ms. L. Stone, President

Staff and Guests:	Mr. R. Ankeny, Executive Director
	Ms. C. Flynn, Director of Human Resources
	Mr. B. 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
	Ms. I. Heinrichs, GRF Representative, Mutual Eleven
Two 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 May.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Security Services Director Paul Bristow, Finance Manager Barbara Shuler, 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 the Special March 6, 2018 meeting and the regular March 9, 2018 meeting were approved, as presented.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented the Human Resources report, as attached, in the agenda packet.

Finance Manager

The Finance Manager report was presented, as attached, in the agenda packet.

Executive Director

The Executive Director reported on subjects pertaining to the community.

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

TO approve addition of Key Person Insurance to the agenda.

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

TO accept option A, \$250,000/\$250,000/\$100,000.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

UNFINISHED BUSINESS

Salary Survey

The Executive Director stated that due to current market conditions, it may not be a beneficial time to conduct a salary survey.

Wage Compression – Grades 4-6

The Committee discussed the impact of wage compression and concurred to continue review of the topic at the next meeting.

Conceptual Approval of Drone Usage

The Committee concurred to schedule a meeting to include members of the Leisure World Drone Club to discuss the topic.

Uniform Status

The Executive Director and the Security Services Directors provided an update on the staff polo shirts.

NEW BUSINESS

Job Descriptions

The Committee concurred to request the Security Services Director bring a comprehensive Security position description to the next meeting.

The Committee concurred to review the Bus Driver job description at the next meeting.

The Committee concurred to review the Purchasing Manager job description and salary range at the next meeting.

New Directors' Handbook – update

The Committee concurred to review the New Directors' Handbook at the next meeting.

New Director Training July 2018

The Executive Director will address New Director Training in July 2018 at the President's Council meeting.

Upcoming GRF Election

Mrs. Damoci provided an update on the upcoming GRF election.

POLICIES

Adopt Policy regarding Anti-Discrimination

The draft policy will be reviewed at the May meeting, in policy format.

Amend Policy 1021-30, Posting of Signs on Trust Property

The Committee concurred to review the policy at the May meeting.

Review Policy 5110-30, Executive Committee

The Committee concurred to review the policy at a Special Executive Committee meeting in April.

Review Policy 5155-30, Employee's Retirement Plan Investment Administration Sub-committee

The Committee discussed the policy; no action was taken.

Review Policy 5231-30, Donations and Gifts

The Committee concurred to review the policy at a Special Executive Committee meeting in April.

Review Policy 5511-30, Legal Services

The Committee concurred to review the policy at a Special Executive Committee meeting in April.

SUBCOMMITTEE REPORTS (n/a)

MEMBER COMMENTS

No members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

Four 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 present -

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

Carole Damoci

Carole Damoci
Chair, Executive Committee
04.13.18