



**EXECUTIVE COMMITTEE MINUTES
Friday, August 10, 2018**

The meeting of the Executive Committee was held on Friday, August 10, 2018. The meeting was called to order at 1:00 p.m. by Vice Chair Stone, in the Administration Conference Room, followed by the Pledge of Allegiance, led by Ms. Hopewell.

ROLL CALL

Present:	Ms. S. Fekjar Ms. S. Hopewell Mrs. L. Perrotti	Ms. K. Rapp Ms. R. Winkler Ms. L. Stone, President
Absent:	Mr. B. Lukoff, Chair	
Staff and Guests:	Ms. C. Miller, Director of Finance Ms. C. Flynn, Director of Human Resources Mr. P. Bristow, Security Services Director Ms. B. Shuler, Finance Manager Mrs. D. Bennett, Recording Secretary Mr. R. Stone, GRF Representative, Mutual One 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).

CHAIR'S ANNOUNCEMENTS

The Chair introduced Director of Finance Carolyn Miller, Human Resources Director Cindy Flynn, Security Services Director Paul Bristow, Finance Manager Barbara Shuler, and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of the July 12, 2018 meeting 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

Security Department Structure Change

Previous changes resulted in less flexibility for the Security department to utilize the skills of its staff in the most efficient way possible, from a skills and cost standpoint. It is proposed to consolidate four of the positions, affording the opportunity to vary their job duties and for easier scheduling.

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

TO approve the consolidation of Security Officer positions into one position at pay grade R06 and approve the revised Position Description.

2019 Budget Assumptions–Administration Building, Cost Center 20

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

TO recommend Finance Committee approve the proposed 2019 budget assumptions for Cost Center 20, removing the Predictive Index Assessment and adding \$5,000 for legal expenses, as amended.2019 Budget Assumptions–

Administration Building, Cost Center 22

Ms. Hopewell MOVED, seconded by Ms. Fekjar and carried unanimously by the Committee members present-

TO recommend Finance Committee approve the proposed 2019 budget assumptions for Cost Center 22, as presented.

2019 Budget Assumptions– Administration Building, Cost Center 29

Ms. Winkler MOVED, seconded by Ms. Fekjar and carried unanimously by the Committee members present-

TO recommend Finance Committee approve the proposed 2019 budget assumptions for Cost Center 29, as presented.

2019 Budget Assumptions – Administration Department, Cost Center 30

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

TO recommend Finance Committee approve the proposed 2019 budget assumptions for Cost Center 30, as presented.

2019 Budget Assumptions –Building Five, Cost Center 55

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

TO recommend Finance Committee approve the proposed 2019 budget assumptions for Cost Center 55, as presented.

Job Description - Administrative Assistant (formerly Recording Secretary)

Ms. Rapp MOVED, seconded by Mrs. Perrotti and carried unanimously -

TO approve the amended job description title, as presented.

Departmental Quality Uninterrupted Individual Execution Time (QUIET)

The Committee concurred to support staff action pertaining to uninterrupted time for employees to increase the efficiency and quality of work performed as well as increase employee retention.

NEW BUSINESS

Employee Referral Program

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

TO approve an employee referral program, charged to the Employee Recruitment Account, Cost Center 20, 6213000-20, with the guidelines to be included in the employee handbook.

Position Descriptions

Ms. Winkler MOVED, seconded by Ms. Fekjar and carried unanimously by the Committee members present-

TO accept the Lead Maintenance Plumber position description.

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

TO accept the General Lead Maintenance position description.

Ms. Hopewell MOVED, seconded by Ms. Fekjar and carried unanimously by the Committee members present-

TO accept the Administrative Assistant to the Executive Coordinator position description.

The Chair called for a ten minute break at 2:27 p.m.

POLICIES (n/a)

SUBCOMMITTEE REPORTS (n/a)

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 a handout.

Executive Director

The Executive Director provided a report on succession planning/development.

The Committee concurred to accept the Executive Director's recommendation to change the task from succession planning to succession development.

MEMBER COMMENTS

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

COMMITTEE MEMBERS

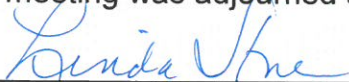
No Committee members spoke on topics related to today's Committee meeting.

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

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned at 4:14 p.m.

A handwritten signature in blue ink that reads "Linda Stone". The signature is written in a cursive style and is positioned above a horizontal line.

Linda Stone
President, GRF
08.10.18