



## EXECUTIVE COMMITTEE MINUTES Friday, July 12, 2018

The meeting of the Executive Committee was held on Thursday, July 12, 2018. The meeting was called to order at 9:00 a.m. by Chair Lukoff, in Conference Room B, followed by the Pledge of Allegiance led by Executive Director Randy Ankeny.

### ROLL CALL

Present: Mr. B. Lukoff , Chair                      Ms. L. Perrotti  
                 Ms. S. Fekjar                                      Ms. K. Rapp  
                 Ms. S. Hopewell (arrived at 9:25 a.m.)  
   Ms. R. Winkler (left at 10:41 am.)  
   Ms. L. Stone, President

Staff and                      Ms. C. Miller, Director of Finance  
Guests:                      Ms. C. Flynn, Director of Human Resources  
   Ms. B. Shuler, Finance Manager  
   Ms. J. Rogers, Purchasing Manager  
   Ms. L. Dillman, Human Resources & Benefits Coordinator  
   Mrs. D. Bennett, Recording Secretary  
   Mr. R. Stone, GRF Representative, Mutual One  
   Ms. I. Heinrichs, GRF Representative, Mutual Eleven  
   One Foundation Member

### **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 August.

### **CHAIR'S ANNOUNCEMENTS**

The Chair introduced Director of Finance Carolyn Miller, Human Resources Director Cindy Flynn, Finance Manager Barbara Shuler, Purchasing Manager Julie Rogers, Human Resources & Benefits Coordinator LeAnn Dillman, and Recording Secretary Deanna Bennett.

The Chair requested that Staff Reports be included at the end of the agenda, going forward. Specific questions from the Committee will be entertained rather than review of the reports in their entirety.

### **CHAIR'S REPORT**

The Chair did not present a report.

### **APPROVAL OF COMMITTEE MINUTES**

The minutes of the May 11, 2018 meeting were approved, as presented.

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

No shareholder/members spoke on agenda topics.

### **CORRESPONDENCE**

No items of correspondence was received by the Committee.

### **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 spoke on training for the use of drones in emergency preparedness training and also on employee recruitment challenges.

The Committee concurred to allow drones in the Amphitheater for emergency preparedness training purposes.

## **UNFINISHED BUSINESS**

### Wage Compression – Grades 4-6

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

**TO** approve the increased wage ranges, as presented.

### Uniform Status

The Purchasing Manager provided an update on uniforms.

### Amend Mutual Administration Recording Secretary Job Description

Ms. Hopewell MOVED, seconded by Ms. Stone and carried unanimously -

**TO** approve the amended Mutual Administration / Recording Secretary job description, as corrected.

### Security Salary Range

The Security Services Director will bring a proposal to the August Committee meeting.

### Amend Bus Driver Job Description

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

**TO** approve the amended Bus Driver job description.

## **NEW BUSINESS**

### Preliminary Budget 2019 – Human Resources, Cost Center 20, Emergency Preparedness, Cost Center 22, Administration Building, Cost Center 29 , Administration Department, Cost Center 30, and Building Five, Cost Center 55

The Director of Finance presented the preliminary budgets for Human Resources, Cost Center 20, Emergency Preparedness, Cost Center 22, Administration Building, Cost Center 29 , Administration Department, Cost Center 30, and Building Five, Cost Center, minus salaries and wages.

The Chair called for a ten minute break at 10:30 a.m.

### Uniform Contract

Ms. Winkler MOVED, seconded by Ms. Stone and carried unanimously -

**TO** authorize the Executive Director to request corporate counsel to send due correspondence of cancellation of agreement to Cintas, via

certified letter, per stipulated terms and to authorize placement of the uniform agreement out to bid.

Staffing Request: Administration – Recording Secretary

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

**TO** recommend the Finance Committee approve non-budgeted operating funding, in the amount of \$42,000 - \$47,000 for the addition of a Recording Secretary, Administration Department.

Staffing Request: Service Maintenance – General Maintenance

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

**TO** recommend the GRF Board of Directors approve the addition of a general maintenance, an electrician, and a painter to the Service Maintenance Department, for 2019 budgeting purposes only.

Staffing Request: Security – Patrol Officer

Ms. Fekjar MOVED, seconded by Ms. Rapp -

**TO** recommend the GRF Board of Directors approve the addition of one full-time Patrol Officer position, between 10:30 a.m. and 7:00 p.m., five days per week, at a salary of \$40,428, including wages and benefits.

The motion carried with two no votes (Hopewell, Perrotti).

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

**TO** approve the addition of one full-time Patrol Officer position, between 10:30 a.m. and 7:00 p.m., five days per week, for 2019 budgeting purposes only.

Conversion of Part-Time Security Officers to Full-Time Security Officers

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

**TO** approve the conversion of the Security Officers, from part-time to full-time, for 2019 budgeting purposes only.

Staffing Request: Recreation – Clerical/Events Position

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

**TO** approve the addition of a Clerical/Events position to the Recreation Department, for 2019 budgeting purposes only.

Amend Job Description – Escrow Coordinator

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

**TO** approve the amended the Escrow Coordinator job description, as presented.

**POLICIES (n/a)**

**SUBCOMMITTEE REPORTS (n/a)**

**MEMBER COMMENTS**

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

**COMMITTEE MEMBERS**

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

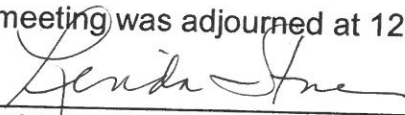
Ms. Rapp MOVED, seconded by Ms. Fekjar and carried unanimously by the Committee members present -

**TO** go into Executive Session.

The Chair called for a five minute break at 11:30 a.m.

**ADJOURNMENT**

The meeting was adjourned at 12:18 p.m.



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Linda Stone, President  
Golden Rain Foundation  
07.12.18