



## EXECUTIVE COMMITTEE MINUTES Friday, September 14, 2018

The meeting of the Executive Committee was held on Friday, September 14, 2018. The meeting was called to order at 1:00 p.m. by Chair Lukoff in the Administration Conference Room, followed by the Pledge of Allegiance, led by Mr. Stone.

### ROLL CALL

Present:	Mr. B. Lukoff, Chair	Ms. K. Rapp
	Ms. S. Fekjar	Ms. R. Winkler
	Ms. S. Hopewell	Ms. L. Stone, President
	Mrs. L. Perrotti	

Staff and Guests:	Mr. R. Ankeny, Executive Director
	Ms. C. Flynn, Director of Human Resources
	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. L. Findlay, GRF Representative, Mutual Twelve
	Two Foundation Members

### CHAIR'S ANNOUNCEMENTS

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

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with. 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 October.

## **CHAIR'S ANNOUNCEMENTS**

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Finance Manager Barbara Shuler, Safety/Emergency Coordinator Eloy Gomez and Recording Secretary Deanna Bennett. The Safety/Emergency Coordinator introduced his guest, cities Readiness Initiative Coordinator Alison Kellman, Orange County Health Care Agency.

## **CHAIR'S REPORT**

The Chair did not present a report.

## **APPROVAL OF COMMITTEE MINUTES**

The minutes of the August 10, 2018 meeting were approved as presented.

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

One shareholder/members spoke on agenda topics.

## **UNFINISHED BUSINESS**

### Employee Referral Program – Verbiage in Employee Handbook

The Human Resources Director presented the proposed verbiage pertaining to the Employee Referral Program to be included in the memo that will be sent to staff pertaining to the Employee Referral Program.

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

**TO** approve a \$100 bonus for employee referrals, after 30 days of new employee's hire, and a \$400 final bonus payment at the completion of 180 days of employment.

### Departmental QUIET Time

The Human Resources Director provided feedback on departmental QUIET Time. The Committee requested the Executive Director survey the various department regarding what QUIET arrangement would best work for them and present to the Committee at the October meeting.

## **NEW BUSINESS**

### Business Point of Dispensing Program

Alison Kellman, Cities Readiness Initiative Coordinator, Orange County Health Care Agency, made a presentation to the Committee on the multi-city Point of Dispensing (POD) health emergency preparation program.

## Position Descriptions

The Committee concurred to review the job descriptions for IT Supervisor, Copy Center Coordinator, and Copy Center Clerk at the October Committee meeting, as well as a statement from corporate counsel regarding the disclaimer on the last page of the job descriptions.

## Review Election Documents

The Committee concurred to review the GRF election documents at the October Committee meeting, pending resolution of Senate Bill 1265.

## **POLICIES**

### Amend Policy 5020-30, Organization of the Board

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

TO recommend the GRF Board of Directors amend Policy 5020-30, as amended.

The Chair called for a ten minute break at 2:32 p.m.

### Review Policy 1001-30, Glossary of Terms

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

TO amend Policy 1001-30, Glossary of Terms, as amended.

## **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 attached, in the agenda packet.

#### Executive Director

The Executive Director provided an update on the elevator replacement in the Administration Building.

## **MEMBER COMMENTS**

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

## **COMMITTEE MEMBERS**

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

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

TO go into Executive Session.

## **ADJOURNMENT**

The meeting was adjourned at 4:34 p.m.

  
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Barry Lukoff, Chair  
Executive Committee  
09.14.18