



EXECUTIVE COMMITTEE MINUTES
Friday, October 12, 2018

The meeting of the Executive Committee and was held on Friday, October 12, 2018. The meeting was called to order at 1:00 p.m. by Chair Lukoff in the Administration Conference Room.

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 Mr. R. Ankeny, Executive Director
Guests: Ms. C. Flynn, Director of Human Resources
Ms. B. Shuler, Finance Manager
Ms. N. Ray, Stock Transfer Manager
Mrs. D. Bennett, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Mr. T. Dodero, GRF Representative, Mutual Nine
Ms. L. Findlay, GRF Representative, Mutual Twelve
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. 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 November.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Finance Manager Barbara Shuler, Stock Transfer Manager Nancy Ray, and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of the September 14, 2018 meeting were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

One shareholder/member spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

UNFINISHED BUSINESS

Departmental QUIET Time

The Human Resources Director provided feedback from various department managers on departmental QUIET time.

Job Descriptions

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

TO accept the revised IT Supervisor job description.

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

TO accept the revised IT Technician job description.

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

TO accept the revised Copy Center Clerk I job description.

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

TO accept the revised Copy Center Clerk II job description.

Hiring Incentive

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

TO accept the recommended changes to the Hiring Incentive memo for staff (designate different bonus amounts for full time and part time new hires), as amended.

The Committee requested that the Human Resources Director amend the Handbook language: changing "paid" to "awarded".

NEW BUSINESS

Review Election Documents

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

TO recommend the GRF Board of Directors accept the GRF 2019 election documents.

Best Workplace – Orange County Survey Update

The Human Resources Director provided the basic results of the Best Workplace survey completed by employees.

Amendment to GRF Directors' Handbook

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

TO accept the amendments to the Directors' Handbook

Employee Holiday Luncheons

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

TO allocate funding for holiday meals, for all GRF full-time and part-time employees, in an amount not to exceed \$2,300 (\$10 per employee), funding from non-budgeted Operating funds for 2018.

POLICIES

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

TO recommend the GRF BOD 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. The Committee requested the Human Resources Director begin including the length of the vacancy of each open position in the report.

The Chair called for a 10 minute break at 2:32 p.m.

Finance Manager

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

Executive Director

The Executive commented on various items throughout the meeting. He provided a handout outlining proposed changes in staff responsibilities during the search of a Security Services Director.

MEMBER COMMENTS

No member 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 -

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned at 4:04 p.m.


Barry Lukoff, Chair

10.12.18