



**EXECUTIVE COMMITTEE MINUTES**  
**Friday, December 14, 2018**

The meeting of the Executive Committee was held on Friday, December 14, 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 Guests:	Mr. R. Ankeny, Executive Director
	Ms. C. Flynn, Director of Human Resources
	Ms. B. Shuler, Finance Manager
	Mr. A. Hensley, Service Maintenance Assistant Supervisor
	Mrs. D. Bennett, Recording Secretary
	Mr. W. Gould, GRF Representative, Mutual Five 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. 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 January.

## **CHAIR'S ANNOUNCEMENTS**

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Finance Manager Barbara Shuler, Service Maintenance Assistant Supervisor Aaron Hensley and Recording Secretary Deanna Bennett.

## **CHAIR'S REPORT**

The Chair did not present a report.

## **APPROVAL OF COMMITTEE MINUTES**

The minutes of the November 9, 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**

### ADP Total Source Update

The Committee concurred to further explore the specifics, provided by the Human Resources Director, at the January meeting.

### Benefits

The Committee requested the Human Resources Director bring to the next meeting the total cost if GRF set its benefit contribution at the family level.

## **NEW BUSINESS**

### Career Fair Participation & Recruitment/Marketing Documents

The Committee concurred to refer the color selection of the booth marketing material to ADRC.

### Committee Discretionary Fund

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

**TO** approve the use of the Executive Committee's Discretionary Fund toward the purchase of a commemorative tree and plaque, to

be placed upon the property line of Mutual 15 and Mutual 16, to mark the merger of the Mutuals, in an amount not to exceed \$1,000.

Amend Job Description – Section Editor/Staff Writer

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

**TO** tentatively accept the changes to the Section Editor/Staff Writer job description, as presented in the agenda packet.

Workers' Compensation Policy Renewal

The GRF policy for Workers' Compensation coverage is due for renewal on December 31<sup>st</sup> of each year. Our insurance broker, DLD Insurance, has reviewed our coverage and obtained bids from five (5) carriers including our current carrier, Berkshire Hathaway Homestate Companies (BHHC).

The bids ranged from \$269,973 to \$418,000 with the lowest bid coming from BHHC, our current carrier. The 2019 budget for this expense is \$309,119:

Incumbent: (Cypress Insurance Company) Berkshire Hathaway Homestate Companies	Quoted: \$269,973
Preferred Employers Insurance	Quoted: \$271,951
Everest National Insurance Company	Indication: \$302,000
Insurance Company of the West	Indication: \$324,000
Berkley Net	Indication: \$418,000

Note: All quotes are based on an estimated payroll. The total premium will be based on actual audited payroll totals at the end of the year.

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

**TO** recommend renewal of our Workers' Compensation Coverage with Berkshire Hathaway Homestate Companies (BHHC), for the 2019 policy year, in the amount of \$269,973, and forward a recommendation to the GRF Board of Directors to approve the contract, and authorize the GRF President to sign the renewal.

Uniform Contract

The uniform contract is due to expire on January 1, 2019. In preparation for the expiration of this contract, staff has reached out to several uniform companies including Cintas, our current uniform vendor. Two bids were received:

Vendor	Weekly Cost	Annual Cost	Complete Proposal	Comments
UniFirst	367.61	19,115.72	Y	Includes service fees, delivery charges, name tags and embroidery fees. No start up costs
Prudential Overall Supply	339.04	17,630.08	N	

Staff recommends the selection of UniFirst based on its detailed proposal and unit rates, per the attached bid. Based on the total number of uniforms currently needed, the annual estimated cost would be \$19,115.72. The total amount budgeted for uniform expenses, for 2019, is \$42,861.

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

**TO** recommend the GRF Board award a contract with UniFirst, upon review by corporate counsel, based on bid proposal dated November 13, 2018, for uniforms, marked Exhibit A, for a five-year term.

### **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 Chair called for a ten-minute break at 2:35 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.

### **MEMBER COMMENTS**

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

### **COMMITTEE MEMBERS**

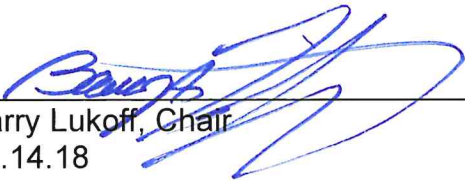
Six Committee members spoke on topics related to today's Committee meeting.

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

TO go into Executive Session.

ADJOURNMENT

The meeting was adjourned at 4:18 p.m.

  
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Barry Lukoff, Chair  
12.14.18