EXECUTIVE COMMITTEE MINUTES
Friday, August 9, 2019

The meeting of the Executive Committee was held on Friday, August 9, 2019. The meeting was called to order at 1:08 p.m. by Chair Hopewell in the Administration Conference Room and the Pledge of Allegiance was recited.

ROLL CALL

Present:	Ms. S. Hopewell, Chair	Ms. K. Rapp
	Ms. S. Fekjar	Ms. R. Winkler
	Ms. M. Gerber	Ms. L. Stone, President
	Mrs. L. Perrotti	

Staff and Guests:
Mr. R. Ankeny, Executive Director
Ms. L. Dillman, Interim Human Resources Director
Ms. B. Schuler, Finance Manager
Mrs. D. Bennett, Recording Secretary
Ms. J. St. Aubin, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Mr. W. Thompson, GRF Representative, Mutual Five
Ms. I. Heinrichs, GRF Representative, Mutual Eleven
Ms. L. Findlay, GRF Representative, Mutual Twelve
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Mr. P. Friedman, GRF Representative, Mutual Fifteen
Ms. J. Isom, GRF Representative, Mutual Sixteen
Mr. N. Massetti, GRF Representative, Mutual Seventeen
Eight 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 September.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Interim Human Resources Director LeAnn Dillman, Finance Manager Barbara Shuler, and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

Five shareholder/members spoke on agenda topics.

APPROVAL OF COMMITTEE MINUTES

The minutes of the July 12, 2019 meeting were approved, as amended.

CORRESPONDENCE

One item of correspondence was received and reviewed.

STAFF REPORTS

Human Resources Director

The Interim Human Resources Director presented the Human Resources report.

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.

SUBCOMMITTEE REPORTS (n/a)

PRESIDENT'S COMMENTS (n/a)

UNFINISHED BUSINESS

Review Wage/Salary Grade for Human Resources Generalist

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

TO amend the wage/salary grade for the Human Resources Generalist, as amended.

Amend GRF Directors' Handbook

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

TO recommend the proposed presented amendments to the GRF Directors' Handbook be accepted by the GRF Board and assign a document number.

Document Updates: Adopt 30-1010-1, External Communication, Authorized Spokesperson; 30-1022-1, Petitions; and 30-5093-1, Member Code of Conduct

The Chair advised that at the Special meeting held on August 6, 2019, the Executive Committee recommended the GRF Board amend 30-1010-1, External Communication, Authorized Spokesperson and 30-1022-1, Petitions. 30-5093-1, Member Code of Conduct will be referred to corporate counsel for feedback, particularly regarding Senate Bill 323.

Employee Recognition Plaque Update

The Interim Human Resources Manager presented the requested amendments to the Employee Recognition Nomination procedure.

Committee Review of Departmental Reports

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

TO continue to receive the departmental reports, as currently presented.

2020 Budget, Cost Centers 320, 322, 330, 629, 655

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

TO forward to the Finance Committee, as drafted, cost center 320 proposed 2020 Operating budget.

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

TO forward to the Finance Committee, as drafted, cost center 322 proposed 2020 Operating budget.

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

TO forward to the Finance Committee, as drafted, cost center 330 proposed 2020 Operating budget.

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

TO approve forward to the Finance Committee, as drafted, cost center 629 proposed 2020 Operating budget.

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

TO approve forward to the Finance Committee, as drafted, cost center 655 proposed 2020 Operating budget.

NEW BUSINESS

Review Mutual Administration Organization Chart

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

TO recommend that the Copy & Supply Center move out of the Mutual Administration organizational chart to the Finance Department organizational chart.

The Committee will review the Mutual Administration, Finance and Fleet organization charts at the September meeting.

Wage and Salary Survey Discussion

The Committee concurred to continue discussion of this topic at the September meeting.

GRF Committee Project Timeline Discussion

The Committee discussed the topic; no action was taken.

Executive Session of the Executive Committee Discussion

The Committee discussed various strategies to ensure adequate time is allotted for the Executive Sessions of the Executive Committee meetings.

Structure of Roundtable Meeting

The Committee discussed the topic; no action was taken.

Approve Fleet Supervisor Position Description

The Committee concurred to discuss the position description at the September meeting.

Chair called for a 15 minute break at 2:35 p.m.

The meeting was reconvened at 2:50 p.m.

Amend Employee Handbook re: Mutual Director and GRF Employment

The Committee concurred to discuss the item at the September Committee meeting.

Amend 30-5110-3, Executive Committee Charter

Ms. Rapp MOVED, seconded by Ms. Stone –

> **TO** recommend the GRF Board amend 30-5110-3, Executive Committee Charter, as amended.

The motion was carried with one abstention (Fekjar).

The Committee concurred to go into Executive Session at 3:10 p.m.

ADJOURNMENT

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

Susan Hopewell, Chair
08.09.19