GRF ADMINISTRATION COMMITTEE MINUTES

November 4, 2021

The meeting of the Executive Committee was held on Thursday, November 4, 2021, and was called to order at 1:00 p.m. by Chair Gerber, in Conference Room A and via Zoom.com, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. M. Gerber, Chair	Mr. P. Mandeville
	Mrs. C. Damoci	Mrs. L. Perrotti
	Ms. S. Hopewell	Mr. P. Pratt via Zoom
	Ms. J. Isom 1:14 p.m. via Zoom	Ms. P. Snowden

Staff and Guests:

Ms. L. Dillman, Human Resources Director
Ms. B. Shuler, Finance Manager via Zoom
Mr. E. Gomez, Safety Coordinator
Ms. R. Arshat, Member Resource and Assistance Liaison
Mr. S. Geffner, Mutual Three Director
Mr. W. Thompson, Mutual Five Director
Ms. C. Levine, Mutual Ten Director via Zoom
Mr. L. Melody, Mutual Fourteen Director
Mr. N. Massetti, Mutual Seventeen Director via Zoom
Ms. T. Makakaufaki, Recording Secretary

Chair Gerber greeted and welcomed everyone to the Executive Committee meeting and introduced Foundation members, and staff.

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

In accordance with Civil Code 4090, please be advised that a quorum of the board is present in person, via telephone or virtually at a posted meeting and the business of the Committee conducted in accordance with an agenda. As such, a meeting of the Executive Committee is called to order and a meeting of the Board of the Golden Rain Foundation (GRF) is called to order. Any agenda actions of the committee will be limited only to the members of committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board at a regularly scheduled meeting of the Board normally held on the 4th Tuesday of the month.
GRF Board members who are not committee members will be allowed to comment only:

a) During proscribed comment period for a period not to exceed 3 minutes
b) If recognized by the Chair of the Committee.

The minutes of today's Committee Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in December 2021.

CHAIR'S ANNOUNCEMENTS

Chair Gerber welcomed the Committee members, guests, and staff, including GRF President Susan Hopewell, Human Resources Director LeAnn Dillman, Finance Manager Barbara Shuler, Safety/Emergency Coordinator Eloy Gomez, Member Resource and Assistance Liaison, Roberta Arshat and Recording Secretary Tia Makakaufaki.

SHAREHOLDER COMMENTS

Two Shareholders/Members commented at the time of the meeting.

APPROVAL OF MINUTES

The minutes of the October 7, 2021, regular meeting was accepted, as presented.

CORRESPONDENCE

No correspondence was reviewed by the Committee.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented the monthly report, as presented in the agenda packet.

Finance Manager

The Finance Manager's monthly report was accepted, as presented in the agenda packet.

Executive Director

The Executive Director was not present at this time.

UNFINISHED BUSINESS

Status On Emergency Supply Storage Cabinets

Mr. Gomez informed the committee on several storage options. It was decided to bring this subject back to the committee next month with more information on pricing.

After a brief discussion on emergency supplies, Ms. Snowden MOTIONED, seconded by Mr. Mandeville and carried unanimously by the Committee members present –

TO recommend GRF Board to authorize not to exceed $10,000 for emergency supply, pending the determination of the Finance Committee on the availability of the funds.

Update on "Boots on the Ground" pamphlet

After a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Hopewell and carried unanimously by the Committee members present –

TO recommend GRF Board to approve the use of Trust Property in the event of an emergency.

Fitness Center Waiver Form – Discussion

The Committee agreed to bring this topic back to the next scheduled meeting.

APS Council on Aging and Alzheimer OC - Discussion

Member Resources and Assistance Liaison, Roberta Arshat presented a power pointe to the committee.

After a brief discussion, Mrs. Perrotti MOTIONED, seconded by Ms. Hopewell, and carried unanimously by the Committee members present –

TO recommend the GRF Board to approve the use of Trust Property commonly identified as 248 square feet of space, adjacent to the Cafe within Building Five, by Orange County Service Agencies and if needed, a Draft for an annual lease will be created at the annual rate of $1.00 per year.

NEW BUSINESS

Council on Aging – Use of Space within Building Five

After a brief discussion, Ms. Gerber MOTIONED, seconded by Ms. Hopewell, and carried unanimously by the Committee members present –

> TO recommend the GRF Board the use and annual lease at the rate of $1.00 per year, of Trust Property commonly identified as 248 square feet of space, adjacent to the Café within Building Five, by the Orange County Social Service Agency and if needed, a Draft for an annual lease will be created.

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Mr. Mandeville, and carried unanimously by the Committee members present –

> TO recommend the GRF Board to approve capital improvements to the space within Building Five, in an amount not to exceed $13,000 funding, plus a contingency of $2,000. Pending the determination of the availability of capital funds by the Finance Committee.

Juneteenth New Federal Holiday – Discussion

After a brief discussion, Ms. Isom MOTIONED, seconded by, Ms. Snowden present –

> TO recommend the GRF Board to approve Juneteenth, new federal holiday.

The motion failed with five no votes (Directors Gerber, Damoci, Isom, Mandeville, and Pratt).

Administration Office and Workstation Improvements - Phase Three and Four

After a brief discussion, Mr. Mandeville, seconded by Ms. Snowden, and carried unanimously by the Committee members present –

> TO recommend the GRF Board to approve Phase three and four, administration offices, ergonomic process improvement and the addiction of a training/flex workstation in an amount not to exceed $14,084.00 funding sources plus a $2,000 contingency. Pending the determination of the Finance Committee on the availability of the funds.

New Administration Committee – 401K Plan Investment – Discussion

After a brief discussion, the Committee agreed to bring this topic back to the next scheduled meeting.

Staffing needs – All Departments

N/A

GOVERNING DOCUMENTS

Amend 30-5092-3 BOD Censure Procedure

The Committee agreed to send Policy 30-5092-2 BOD Censure Procedure to the GRF Attorney for review, regarding the 2/3 rule (who does this include) and bring back to the next scheduled meeting.

Review 30-5092-1 Code of Ethics

For reference only.

FUTURE AGENDA ITEMS:

The Committee concurred to add future agenda items:

- Glossary of Terms (For review at the January meeting)

PRESIDENT'S COMMENTS

No comments were made at this time.

NEXT MEETING

Thursday, December 2, 2021, in Clubhouse Four.

ADJOURNMENT

Chair Gerber adjourned the meeting at 3:25 p.m.

Marsha Gerber

Marsha Gerber, Chair
EXECUTIVE COMMITTEE
tm. 11.04.21