

GRF ADMINISTRATION COMMITTEE

Committee Meeting Agenda

Thursday, January 26, 2023, 1:00 p.m.
Conference Room A/Zoom

This meeting may also be live streamed at www.lwsb.com.

The tab will be active 15 minutes prior to the start of the meeting

The live streaming uses YouTube live and terminates at the close of the meeting

1. Call to Order

2. Roll Call/Notice of Quorum

Phil Friedman
Donna Gambol
Sandy Geffner
Marsha Gerber

Susan Hopewell
Carol Levine
Nick Massetti
William Thompson- Chair

3. Chair Announcements

- a. Introduction of Guests and Staff
 - Jessica Sedgwick, Executive Director
 - LeAnn Dillman, Human Resources
 - Mallorie Hall, Finance Director
 - Eloy Gomez, Safety Manager
 - Jenna Dever, Administration Manager

b. Rules of Order

4. Member Comments *(Limited to 3 minutes per person)*

5. Approval of Minutes

- a. Minutes of December 13, 2022 **(pp. 3-5)**

6. Correspondence

N/A

7. Staff Reports

- a. Human Resources Director Report **(pp. 6-9)**
- b. Finance Director Report
- c. Safety Manager Report

8. Unfinished Business

N/A

9. New Business

- a. GRF Bylaw Amendment- Ballot

10. Governing Documents

- a. **Amend 30-1001-5 - Glossary of Terms (pp.11-12)**
Proposed Resolution: That the Committee recommends the Board approve the proposed changes to Policy 30-1001-5 Glossary of Terms.
- b. **Adopt 30-1001-5 - Glossary of Terms- New Definitions (pp. 13)**
Proposed Resolution: That the Committee recommends the Board adopts the proposed definitions to Policy 30-1001-5 Glossary of Terms.
- c. **Review 30-1021-1 Posting of Signs on Trust Property (pp. 14)**

11. Future Agenda Items

- a. **Review 30-1010-1 – Authorized Spokesperson**
- b. **Amend 30-1001-5 - Glossary of Terms**
- c. **Amend 30-5110-3 - Administration Committee Charter**

12. Next Meeting Date

- Thursday, February 23, 2023, in Administration Conference Room A /Zoom

13. Adjournment

14. Executive Session

Please be courteous and respectful to other members, Board of Directors and representatives from Management at all times. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.**



GRF ADMINISTRATION COMMITTEE MINUTES

December 13th, 2022

The meeting of the GRF Administration Committee was held on Thursday, December 13, 2022, and was called to order at 1:00 p.m. by Chair Thompson in Conference Room B and via Zoom.

ROLL CALL

Present: Phil Friedman
Donna Gambol via Zoom
Sandy Geffner
Marsha Gerber via Zoom
Susan Hopewell
Carol Levine
Nick Massetti
William Thompson- Chair

Directors, Jessica Sedgwick, Executive Director
Staff and Acacia Young, Learning and Development Manager
Guests: Jenna Dever, Assistant to Executive Director
Lee Melody, GRF Board Member

Donna Gambol arrived via Zoom at 1:13pm

CHAIR'S ANNOUNCEMENTS

Chair Thompson welcomed Committee members, and guests, and introduced Executive Director Jessica Sedgwick, Learning and Development Manager Acacia Young, and Assistant to the Executive Director Jenna Dever.

The Chair outlined the rules of order.

MEMBER COMMENTS

No Member spoke during the Members' Comment period.

APPROVAL OF MINUTES

The Administration Committee minutes dated October 27, 2022, were approved as presented.

CORRESPONDENCE

N/A

STAFF REPORTSHuman Resources Director

The Executive Director presented the Human Resources monthly report, which was included in the agenda packet.

Finance Director

The Executive Director presented the Finance monthly report, which was included in the agenda packet.

NEW BUSINESS

N/A

UNFINISHED BUSINESSGRF Director's Handbook

Motion: To reclassify the document category from a Policy 30-5028-3 GRF Director's Handbook to Policy 30-5028-5 GRF Director's Handbook.

First: Susan Hopewell
Second: Phil Friedman

The motion was carried unanimously.

GRF Director's Handbook

Motion: To recommend the GRF Board approve the proposed changes to Policy 30-5028-5 GRF Director's Handbook as amended to include the addition of section G.

First: Susan Hopewell
Second: Phil Friedman

The motion was carried unanimously.

GOVERNING DOCUMENTSAmend 30-1001-5 - Glossary of Terms

Motion: To recommend the GRF Board approve the proposed changes to Policy 30-1001-5 Glossary of Terms.

First: Susan Hopewell
Second: Phil Friedman

The motion was carried unanimously.

Adopt 30-1001-5 - Glossary of Terms- New Definitions

Motion: To recommend the GRF Board adopt the proposed definitions to Policy 30-1001-5 Glossary of Terms as amended.

First: Phil Friedman
Second: Carol Levine

The motion was carried unanimously.

Review 30-5511-3 Legal Services

Motion: The Committee reviewed policy 30-5511-3 Legal Services; no substantive changes were made.

First: Susan Hopewell
Second: Donna Gambol

The motion was carried unanimously.

Review 30-5604-3 Publication of Board Minutes

Motion: The Committee reviewed policy 30-5604-3 Publication of Board Minutes; no substantive changes were made.

First: Nick Massetti
Second: Phil Friedman

The motion was carried unanimously.

FUTURE AGENDA ITEMS:

- 2023 Election Candidate Documents
- Review 30-5110-3 - Administration Committee Charter
- Review 30-1001-5 - Glossary of Terms

NEXT MEETING

Thursday, January 26, 2023, in Administration Conference Room A/Zoom.

ADJOURNMENT

The meeting was adjourned to Executive Session at 2:01 pm by Chair Thompson.

Approved Date

Approval Signature

Printed Name

GRF Administrative Committee - Human Resources Report January 26, 2023

Below are the budget variances as of December 31, 2022

- 1) **GRF – Budget Variance Information** - GRF has a year-to-date a favorable variance of **\$228,745** Salaries and Employee Benefits:

Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses			
Salaries & Wages	8,590,856	8,647,978	57,122
Vacation Accrual Expense	74,762	0	(74,762)
Commissions	42,268	34,200	(8,068)
Employment Taxes	680,004	676,022	(3,982)
Workers' Compensation	168,748	212,715	43,967
Group Insurance - Medical	808,357	958,944	150,587
Group Insurance - Dental	18,093	16,596	(1,497)
Group Insurance - Vision	9,219	10,872	1,653
401(k) Match	160,324	210,837	50,513
Group Insurance - Life	32,432	34,560	2,128
Long Term Disability Insurance	29,248	40,332	11,084

- 2) **Cost Center 320 – Human Resources Budget Variance Information** - The Human Resources Department has a year-to-date an unfavorable variance of **\$130,889** excluding the vacation accrual expense.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Human Resources				
	Salaries & Wages Human Resources	302,028	239,951	(62,077)
6100001 320	Vacation Accrual Expense - Human Resourc	74,762	0	(74,762)
	Employment Taxes Human Resource	22,531	17,346	(5,185)
6142000 320	Workers' Compensation - Human Resources	2,623	3,289	666
	Group Ins - Medical Human Resources	53,722	47,676	(6,046)
6143300 320	Group Insurance - Dental - Human Resourc	1,985	420	(1,565)
6143500 320	Group Insurance - Vision - Human Resourc	504	420	(84)
6144000 320	401(k) Match - Human Resources	7,892	8,340	448
6145000 320	Group Insurance - Life - Human Resources	1,618	1,032	(586)
6146000 320	Long Term Disability Insurance - Human R	1,032	1,212	180
6210006 320	FSA Administration Fees - Human Resource	1,750	2,790	1,040
6210007 320	Benefits Processing - Human Resources	6,803	2,840	(3,963)
6210010 320	Fraud Hotline - Human Resources	640	640	0
6211000 320	Continuing Education - Human Resources	2,350	3,608	1,258
6211100 320	Employee Incentives - Human Resources	25,652	21,950	(3,702)
6212000 320	Employee Exams - Human Resources	60	0	(60)
6212005 320	Employee Drivers License Inquiry - Human	324	360	36
6213000 320	Employee Recruitment - Human Resources	43,586	7,640	(35,946)
6213005 320	Employment Screening - Human Resources	5,950	4,320	(1,630)
6213100 320	Agency / Independent Contractor Fees - H	4,344	0	(4,344)
6214000 320	Meals & Special Events - Human Resources	72	0	(72)
6214500 320	Gifts - Human Resources	519	600	81
6215000 320	Mileage - Human Resources	116	0	(116)
6410000 320	Materials & Supplies - Human Resources	2,452	1,620	(832)
6410015 320	Computer Supplies - Human Resources	1,224	960	(264)
6410030 320	Printer / Copier Supplies - Human Resour	3,002	720	(2,282)
6410035 320	Refreshments - Human Resources	117	480	363
6422000 320	Telephone - Human Resources	1,799	1,612	(187)
6434110 320	Legal Fees - HR - Human Resources	18,974	18,000	(974)
6481000 320	Computer Maintenance & Software - Human	521	1,200	679
6482000 320	Dues, Memberships & Books - Human Resour	6,937	1,200	(5,737)
6491000 320	Miscellaneous Writeoffs - Human Resource	(10)	0	10
	Total Expenses	595,877	390,226	(205,651)

Budget Variance Report - December			
Human Resources - 320			
GL Code	Account Description	Variance	Explanation
	Salaries and Wages	(62,077)	Unfavorable: wages higher than budgeted due to salary survey results and additional FTE added in November, 2022
6100001-320	Vacation Accrual	(74,762)	Unfavorable: Company Wide Accrual (YTD vacations earned exceeded vacations taken)
	Group Insurance - Medical	(6,046)	Unfavorable: premium enrollments higher than budget assumptions
6210007-320	Benefits Processing	(3,963)	Unfavorable: includes one time implementation charges for Carrier Connection file fees; unbudgeted retirement plan document restatement as required by IRS every 6 years (next restatement 2028)
6211100-320	Employee Incentives	(3,702)	Unfavorable: Increased participation in various employee recognition programs and awards.
6213100-320	Agency Fees	(4,344)	Unfavorable: Unbudgeted expense for temporary staffing
6213000-320	Employee Recruitment	(35,946)	Unfavorable: Unbudgeted expense for executive search for GRF Executive Director backfill.
6434110-320	Legal Fees - HR	2,006	Favorable: Less employment assistance regarding legal matters required YTD.
6482000-320	Dues, Memberships & Books	(5,737)	Unfavorable: unbudgeted expense for salary and compensation benchmarking.
	Total Explained Variances	(194,571)	of (205,651)
	Total Explained Variances Excluding Vacation Accrual	(119,809)	

Budget Variance Report -December 2022			
Emergency Preparedness - CC 322			
GL Code	Account Description	Variance	Explanation
6410045 - 322	Emergency Preparedness-Supplies	\$ (4,517.00)	Unfavorable: Board-approved unbudgeted expenditures of \$10,000 on 12/21/2021 Significant purchases of emergency supplies.
	Total Explained Variances	\$ (4,517.00)	of (4,180)

3) **Safety – 0** incident(s)/injury(ies) recorded in December.

Workers' Compensation – On the Job Incident(s) by Month

Month	Current Year 2022	2021	2020	2019	2018	2017
January	0	1	1	3	1	0
February	2	1	2	0	0	0
March	0	1	1	0	2	1
April	2	0	1	3	2	0
May	1	2	0	5	1	3
June	0	2	2	2	0	0
July	0	0	0	0	0	0
August	0	1	0	1	0	2
September	1	3	0	1	1	1
October	1	1	0	1	0	0
November	0	1	0	1	0	0
December	0	1	2	1	1	0
Total	7	14	9	18	8	7

Staff Information

Data as of January 17, 2023 unless noted otherwise

4) Open Positions (by headcount)

Position	Number of Openings	Position Type	Status	Department
Warehouse Assistant	1	Full-Time	Open - Temp(s) in Place	Purchasing
Member Records Coordinator	3	Full-Time	Open - Temp(s) in Place	Stock Transfer
Accounts Receivable Clerk	1	Full-Time	Open - Interviewing	Finance
Office Services Associate	1	Full-Time	Open - Temp(s) in Place	Copy & Supply
Assistant Portfolio Specialist	1	Full-Time	Open - Temp(s) in Place	Mutual Administration
Portfolio Specialist	1	Full-Time	Open - Interviewing	Mutual Administration
Bus Driver	3	Part-Time	Open - Interviewing	Transportation
Fleet Mechanic	1	Part-Time	Open - Interviewing	Transportation
Security Officer	4	Full-Time	Open - Interviewing	Security
Lead Electrician	1	Full-Time	Open - Interviewing	Service Maintenance
Carpenter	1	Full-Time	Open - Interviewing	Service Maintenance
Plumber	1	Full-Time	Open - Interviewing	Service Maintenance
Building Inspector	1	Full-Time	Open - Interviewing	Physical Property
Total Openings	20			

5) Employee Count by Department (as of January 17, 2023)

Department	Full-Time		Part-Time	TOTAL
	Exempt	Non-Exempt	Non-Exempt	
236 – News	1	7	0	8
320 – Human Resources	1	2	0	3
322 – Emergency Preparedness	1	0	0	1
330 – Administration	2	3	0	5
431 – Finance	4	5	0	9
432 – Purchasing	1	2	0	3
533 – Stock Transfer	1	1	0	2
544 – Copy & Supply	0	1	0	1
545 – Mutual Administration	2	4	0	6
574/575 – Service Maintenance	2	34	0	37
670 – Physical Properties	2	12	0	14
735 – Library	2	2	4	7
740 – Recreation	3	3	0	6
746 – Golf Course	0	0	5	5
748 – Pool	0	0	4	4
756 – Gym	0	0	10	10
837 – Security	2	30	0	32
838 – Transportation	1	2	18	21
847 – RV Lot	0	1	1	1
934 – Information Technology	2	2	0	4
Total	27	111	42	180

- 6) **Overtime** – There is an unfavorable variance of **\$32,086** for December and an unfavorable variance of \$19,769 for 2022 to date.

Overtime by Month	Total OT Worked	2022 OT Billable Hrs to Mutuals	2022 OT Billable Dollars to Mutuals @ \$70.80	2022 OT Hours – Less Billable to Mutuals	2022 OT Dollars – Less Billable to Mutuals	2021 OT Hours – Less Billable to Mutuals	2021 OT Dollars – Less Billable to Mutuals
January	1,177	0	\$ 0	1,177	\$34,847	865	\$23,437.00
February	381.81	17.50	\$1,239.00	364	\$11,835	670.04	\$17,542.00
March	711	0	0	711	\$20,880	353	\$10,577.00
April	318.09	20.25	\$1,433.70	298	\$ 9,228	335	\$10,563.00
May	388.90	17.75	\$1,256.70	407	\$11,902	455	\$13,447.00
June	811.89	84.67	\$5,994.64	727	\$20,865	693	\$19,551.00
July	764.53	54.50	\$3,858.60	710	\$20,719	1,016	\$27,782.00
August	383.00	30.00	\$2,124.00	353	\$10,958	411	\$11,914.32
September	799.00	28.00	\$1,982.40	771	\$24,274	625	\$16,652.00
October	366.57	43.50	\$3,079.80	323	\$10,221	469	\$14,212.00
November	720	60.25	4,265.70	660	\$19,583	813	\$23,606.00
December	1,322	44.75	\$3,168.30	1,278	\$40,159	1,422	\$44,561.00

7) **Retirement – Employee 401(k) Plan**

For 2022, the amount employees may contribute to their 401(k) plan is \$20,500 per year plus the additional “catch-up” provision for employees over 50 is \$6,500.

- As of **January 17, 2023**, total plan assets total is **\$9,447,450**
- 2022 YTD Employee Contributions **\$491,862** Average Per Month **\$40,988.**
- 2022 YTD GRF Matching Contributions **\$160,323** Average Per Month **\$13,360**
through check date 12/30/2022

8) **Anti-Fraud Compliance Hotline Reports** - *None to Report*

9) **Gift Log** - *Available upon request*

GRF Administration Committee Report
January 26, 2023

Financial Glossary Definitions to Amend

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~~5. **AMENITIES FEE:** A one-time fee paid to Golden Rain Foundation -GOLDEN RAIN FOUNDATION (GRF) for the use of Trust Property TRUST PROPERTY, facilities and AMENITIES amenities by a Shareholder/Member MEMBER, authorized CO-OCCUPANT or QUALIFIED PERMANENT RESIDENT by a Shareholder/Member. (For RENTER/LESSEE, see TRUST PROPERTY USE FEE).~~

5. **AMENITIES FEE:** A one-time fee paid to GOLDEN RAIN FOUNDATION (GRF) for the use of TRUST PROPERTY, facilities and AMENITIES by a MEMBER, authorized CO-OCCUPANT or QUALIFIED PERMANENT RESIDENT. (For RENTER/LESSEE, see TRUST PROPERTY USE FEE).

~~7. **ASSESSMENT:** A monthly or special payment paid by the Member to GRF and/or the Mutual in accordance with the law and governing documents.~~

~~7.1. **Monthly Assessment:** A monthly or special payment The recurring DUES paid by the Member MEMBER to GRF and/or and the MEMBER’S MUTUAL Mutual to cover the predicted expenses of maintaining the community. in accordance with the law and governing documents.~~

7.2. **Special Assessment:** A payment by the MEMBER to GRF or the MEMBER’S MUTUAL to cover unforeseen costs, emergencies, or unanticipated DEFAULTS by other MEMBERS of the corporation.

7. **ASSESSMENT:**

7.1. **Monthly Assessment:** The recurring DUES paid by the MEMBER to GRF and the MEMBER’S MUTUAL to cover the predicted expenses of maintaining the community.

7.2. **Special Assessment:** A payment by the MEMBER to GRF or the MEMBER’S MUTUAL to cover unforeseen costs, emergencies, or unanticipated DEFAULTS by other MEMBERS of the corporation.

~~12. **BUDGET:** An estimate of income and expenses for a future period. given time.~~

12. **BUDGET:** An estimate of income and expenses for a future period.

~~33. **DEFAULT:** Failure to do something do something fulfill an obligation required by duty, law, or governing documents GOVERNING DOCUMENTS governing documents.~~

33. **DEFAULT:** Failure to fulfill an obligation required by duty, law, or GOVERNING DOCUMENTS.

Financial Glossary Definitions to Amend

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39 **40. ELIGIBILITY:** Satisfying the conditions each MUTUAL has established for qualifying to reside
40 ~~Seal Beach Leisure World~~ their respective MUTUAL. ~~Leisure World (May be different in each~~
41 ~~Mutual). (May be different in each Mutual).~~

42 **40. ELIGIBILITY:** Satisfying the conditions each MUTUAL has established for qualifying to reside
43 within 43 their respective MUTUAL.

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45 **44. ESCROW:** Process under which something such as a ~~deed~~ DEED or money is put in the custody
46 of a neutral third party until ~~certain prescribed~~ conditions are met.

47 **44. ESCROW:** Process under which something such as a DEED or money is put in the custody of a
48 neutral third party until prescribed conditions are met.

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50 **82. ORIENTATION:** ~~The Rr~~ required new **RESIDENT’S buyers** “in-person” meeting with ~~Mutual one~~
51 ~~or~~ more Mutual Board Director(s) and MUTUAL Board Director DIRECTORS and Physical Property GRF
52 PHYSICAL PROPERTY ~~Physical Property~~ Inspector, to:

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54 **82.1.** ~~to discuss~~ Review ~~Mutual Rules~~ MUTUAL Rules RULES and expectations;

55 **82.2.** ~~review~~ Examine ~~Review~~ the UNIT’S condition ~~of the Unit;~~

56 **82.3.** Identify ~~standard~~ standard STANDARD ITEMS and ~~non-standard items~~ non-standard
57 items NON-STANDARD ITEMS; and

58 **82.4.** Answer ~~new buyer(s) buyer~~ AUTHORIZED SHAREHOLDERS’ questions.

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60 **82. ORIENTATION:** The required new RESIDENT’S buyers “in-person” meeting with one or more
61 MUTUAL Board DIRECTORS and GRF PHYSICAL PROPERTY Inspector, to:

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63 **82.1.** Review MUTUAL RULES and expectations;

64 **82.2.** Examine the UNIT’S condition;

65 **82.3.** Identify STANDARD ITEMS and NON-STANDARD ITEMS; and

66 **82.4.** Answer new AUTHORIZED SHAREHOLDERS’ questions.

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69 **120. TRUST PROPERTY USE FEE (TPUF):** ~~Fee~~ FEE paid by the **RENTER/LESSEE** ~~Renter/Lessee~~ to GRF
70 for use of all LEISURE WORLD SEAL BEACH ~~amenities~~ AMENITIES, for the duration of the lease.

71 **120. TRUST PROPERTY USE FEE (TPUF):** FEE paid by the RENTER/LESSEE to GRF for use of all
72 LEISURE

73 WORLD SEAL BEACH AMENITIES, for the duration of the lease.

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Adopt: Finance section

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2 **1.**
- 3 **32. DEED:** An official legal document establishing ownership rights to a Mutual 17
4 CONDOMINIUM.
- 5 **36. DUES:** The obligatory monthly payment by the MEMBER to GRF and the MEMBER's
6 MUTUAL to pay for the predicted expenses of maintaining the community. (See
7 ASSESSMENT).
- 8 **47. FEE:** A charge or payment for services or use of a privilege.
- 9 **54. IDENTIFICATION CARD:** A card indicating current membership status issued by the GRF to
10 an individual AUTHORIZED RESIDENT.
- 11 **63. MANAGEMENT AGREEMENT:** A contract between GRF and a MUTUAL that specifies the
12 administrative, maintenance and other services GRF supplies to the MUTUAL and the
13 costs for those services.
- 14 **66. MEMBERSHIP CERTIFICATE:** A legal document affirming a COOPERATIVE MUTUAL
15 SHAREHOLDER, or Mutual 17 OWNER's right of access to community AMENITIES. A single
16 certificate per unit is issued by GRF upon the individual's payment of their AMENITIES FEE,
17 or upon the individual entering into an approved payment plan for same.
- 18 **75. NON-STANDARD ITEMS:** Those components within a UNIT that are defined by a
19 COOPERATIVE MUTUAL's OCCUPANCY AGREEMENT or RULES as STANDARD ITEMS that
20 were replaced on the initiative of a present or a previous SHAREHOLDER. Such
21 components are no longer the MUTUAL's responsibility to maintain and/or replace.
- 22 **81. ORANGE COUNTY USER FEE (OC USER FEE):** The payment for sewer services provided to
23 UNITS by the Orange County Sanitation District.
- 24 **85. PENALTY:** A monetary fine or disciplinary action.
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- 26 **111. SPECIAL ASSESSMENT:** See ASSESSMENT.
- 27 **112. STANDARD ITEMS:** Structural elements, fixtures, flooring and appliances within a UNIT
28 that each COOPERATIVE MUTUAL's OCCUPANCY AGREEMENT or RULES define as the
29 MUTUAL's responsibility to maintain and/or replace.
- 30 **KEYWORDS:** Glossary Definition
- 31 **Categories:** Legal; Financial; Geography; Administration; Mammals



GRF ADMINISTRATION COMMITTEE

Posting of Signs on Trust Property

Posting signs on trust property by individuals, organizations or businesses is prohibited at all times. This includes, but is not restricted to:

1. Patio Sales
2. Political posters
3. Functions of Leisure World organizations
4. Advertising by outside businesses and organizations
5. Signs attached to or displayed in vehicles offered for sale while parked on trust property to include, but not be limited to, bicycles, electric cars, motor vehicles, recreation vehicles and trailers.
6. Open house and "For Sale" signs

Document History

Adopted: 15 Sep 87 Amended: 23 Jul 19 Comm. Name Chg. 24 Aug 21

Keywords: Administration Signs Trust Property