



**SPECIAL MEETING OF THE PURCHASING TASK FORCE
REPORT OF THE OPEN SESSION**

Thursday, June 22, 2023 – 9:00 a.m.
Laguna Woods Village Community Center Willow Room

DIRECTORS PRESENT: Bunny Carpenter – Chair, Jim Hopkins, Alison Bok

DIRECTORS ABSENT: None.

STAFF PRESENT: Jose Campos, Dan Hoxie Erika Hernandez

OTHERS PRESENT: None.

Call to Order

Director Bunny Carpenter, President, chaired the meeting and called it to order at 9:26 a.m.

Director Hopkins entered the meeting at 9:40am.

Acknowledgement of the Media

The meeting is made available via Zoom for members of the community to participate virtually.

Approval of Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Chair Remarks

None.

Member Comments (Items not on the Agenda)

None.

Purchasing Process Continued

The committee thoroughly reviewed and discussed the current Purchasing Policy and Matrix in efforts to make suggested changes (if needed).

Review of Finance Charters for All Boards to Include Approval Process for Purchases

The committee reviewed the GRF Finance Committee charter that was adopted on February 1, 2022 via Resolution 90-22-06 and proceeded to briefly review Third Mutual and United Mutual finance charters for differences.

Legal Approval Process

The agenda item was discussed in a previous meeting and will be revisited at a future

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scheduled Task Force meeting. No action was taken.

Future Agenda Items

Annual Contracts/Defined and Process

Master Contracts Defined and Process

Vehicle Purchase Process

Purchasing Policy Update

Task Force Member Comments

None.

Date of Next Meeting

The date of the next meeting is To Be Determined

Adjournment

The meeting adjourned at 10:40 a.m.

Bunny Carpenter

Bunny Carpenter, Chair





Purchasing Task Force Report 2023-06-22 OPEN (draft)

Final Audit Report

2023-10-11

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