



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

Wednesday, March 22, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore Room

DIRECTORS PRESENT: Bunny Carpenter – Chair, Jim Hopkins, Donna Rane-Szostak, Andy Ginocchio, Ralph Engdahl, Thomas Tuning, Lenny Ross, Advisor: Carl Randazzo

DIRECTORS ABSENT: Lenny Ross

STAFF PRESENT: Jose Campos, Dan Hoxie Erika Hernandez

OTHERS PRESENT: Third – S. K. Park

Call to Order

Director Bunny Carpenter, President, chaired the meeting and called it to order at 1:30 p.m.

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.

Review Reserve Payment Plan

The committee reviewed and discussed the existing internal process that specifies the procedure for approving reserve checks, specifically focused on the check list provided to Directors. Members suggested the following changes:

- (1) Authorized party – replace initials with their printed name.
- (2) Check approvals from Directors will have a Three Business Day turn around. If no response, on the fourth day staff will email the Presidents to inform them about the payment being mailed out to the vendor and avoid payment delay.

Changes will be drafted and discussed at the next scheduled meeting. The date is To Be Determined.

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Future Agenda Items

None.

Task Force Member Comments

None.

Date of Next Meeting

The date of the next meeting is To Be Determined

Adjournment

The meeting adjourned at 3:09 p.m.

Bunny Carpenter

Bunny Carpenter, Chair

Purchasing Task Force Report 2023-03-22






OPEN

Final Audit Report

2023-04-10

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