



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

Thursday, May 25, 2023 – 10:00 a.m.
Laguna Woods Village Community Center Cypress Room

DIRECTORS PRESENT: Bunny Carpenter – Chair, Jim Hopkins, Andy Ginocchio,
DIRECTORS ABSENT: Donna Rane-Szostak, Lenny Ross, Thomas Tuning
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 10:06 a.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

President Carpenter stated that the purpose of the today's meeting was for informational purposes only.

Member Comments (Items not on the Agenda)

None.

Purchasing Process Presentation

Dan Hoxie, Purchasing and Supply Manager, provided a flow chart of the Contract Procedures for 2022. The committee thoroughly discussed the process in detail in effort to streamline the process and make changes (if needed). No action was taken.

Legal Approval Process

An informational page was provided to the committee outlining the legal process for non-standard contracts. The members briefly reviewed and discussed the process. The discussion will continue at a future meeting. No action was taken.

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Future Agenda Items

Revise Finance Committee Charters for all Mutuals

Task Force Member Comments

None.

Date of Next Meeting

The date of the next meeting is To Be Determined

Adjournment

The meeting adjourned at 12:24 p.m.

Bunny Carpenter

Bunny Carpenter, Chair






Purchasing Task Force Report 2023-05-25 OPEN (draft)

Final Audit Report

2023-09-03

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