



**GOVERNING DOCUMENTS COMMITTEE**

**SUMMARY REPORT**  
**Wednesday, November 6, 2019**  
**10:00 a.m.**

Action/Request	Person Resp.	Cmte. Referral	F	B	Comments
			C	D	
<p><b>1. STAFF REPORT:</b>            The Power DMS Administrator provided an updated monthly report.</p> <p>A Work study is to be scheduled to add keywords to all governing documents.</p>	Committee Chair				
<p><b>2. UNFINISHED BUSINESS: Power DMS to Search WordPress Plug in</b></p> <p>The Committee moved to approve the governing document layout on the website, as amended and presented by IT.</p> <p>The Committee moved to approve the new format and to activate the upper links, as presented by IT.</p>	IT Supervisor				
<p><b>3. NEW BUSINESS: Terminology – Rules/Policy</b>            The Committee moved to remove the word policy/policies, from within the body of the governing documents.</p>	Recording Secretary				
<p><b>4. GOVERNING DOCUMENTS:</b></p> <p><b><u>Amend 20-5125-3, Communications/ITS Committee Charter</u></b></p> <p>The Committee moved to amend 20-5125-3, Communications/ITS Committee Charter, by adding keywords, as well as making the Non-substantial changes and approved, as final.</p>	Recording Secretary				

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<p><b><u>Amend 70-5135-3, Recreation Committee Charter</u></b></p> <p>The Committee moved to amend 70-5135-3, Recreation Committee Charter, by adding keywords and approved, as final.</p>	Recording Secretary			
<p><b><u>Amend 80-5145-3, Security Bus and Traffic Committee Charter</u></b></p> <p>The Committee moved to amend 80-5145-3, Security Bus and Traffic Committee Charter, by adding keywords and approved, as final.</p>	Recording Secretary			
<p><b><u>Amend 40-5115-3, Finance Committee Charter</u></b></p> <p>The Committee moved to amend 40-5115-3, Finance Committee Charter, by adding keywords and approved, as final.</p>	Recording Secretary			
<p><b><u>Amend 40-2244-3, Reconciliation of Annual Financial Statement</u></b></p> <p>The Committee moved to amend 40-2244-3, Reconciliation of Annual Financial Statement, by adding keywords and approved, as final.</p>	Recording Secretary			
<p><b><u>Amend 40-3323-3, Disposition of Surplus Equipment</u></b></p> <p>The Committee moved to amend 40-3323-3, Disposition of Surplus Equipment, by adding keywords and approved, as final.</p>	Recording Secretary			
<p><b><u>Amend 40-5506-3, Request for Proposal Requirements</u></b></p> <p>The Committee moved to amend 40-5506-3, Request for Proposal Requirements, by adding keywords, as well as making the Non-substantial changes and approved, as final.</p>	Recording Secretary			
<p><b><u>Amend 40-5522-3, Safe Deposit Boxes</u></b></p> <p>The Committee moved to amend 40-5522-3, Safe Deposit Boxes, by adding keywords and approved, as final.</p>	Recording Secretary			

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It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:

- 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases
- 40-2230-3, Authorized Signatories
- 40-2920-3, Budget Controls
- 40-3325-3, Purchase of Non-Standard Items
- 40-5340-1, Capital Improvement Fund
- 40-5520-1, Reserves
- 40-5523-1, Accounts Receivable Collections
- 40-5528-1, Refund of Excess Income
- 40-5540-1, Contingency Operating Fund
- 40-5516-3, Committee Non-Budgeted Expense
- 40-5061-2, Fees
- Amend 40-5523-1, Accounts Receivable Collections
- Amend 60-5504-1, Insurance Requirements – Contractors

**FUTURE AGENDA ITEMS:**

The Committee moved/concurred to:

- IT Supervisor – update on Power DMS training
- Work Study for keywords – update
- Mutual Policy Coding (request Mutual Administration Director to attend the next scheduled meeting)
- Finance Governing Documents (request Executive Director to attend the next scheduled meeting)

Recording Secretary