



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
Wednesday, February 5, 2020
10:00 a.m.

| Action/Request | Person Resp. | Cmte. Referral | F C | B O D | Comments |
|--|--|----------------|-----|-------|----------|
| <p>1. POWER DMS The Committee moved to add the word fees to the title of any document pertaining to fees.</p> <p>The Committee moved that it is each GRF Committee's responsibility to ensure that any GRF governing document cite the appropriate cross-reference(s) to any other related GRF governing documents (rules, fees, procedures, etc.) when the governing document comes before the GRF Committee for action.</p> <p>The Committee approved the launch of the new GRF governing document website page, upon re-sorting of the department sections.</p> | Recording Secretary | | | | |
| <p>2. GOVERNING DOCUMENTS:</p> <p><u>Amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases</u></p> <p>The Committee move to amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases, by making the Non-substantial changes and approved, as final.</p> <p><u>Amend 40-2920-3, Budget Controls</u></p> <p>The Committee move to amend 40-2920-3, Budget Controls, by accepting the suggested red line amendments as well as clarifying the highlighted sections and forward to the Finance Committee for approval.</p> | Recording Secretary Recording Secretary | | | | |

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Amend 40-5340-1, Capital Improvement Fund

The Committee move to amend 40-5340-1, Capital Improvement Fund, by making the Non-substantial changes and approved, as final.

Recording Secretary

Amend 40-5523-1, Accounts Receivable Collections

The Committee discussed 40-5523-1, Accounts Receivable Collections and requested clarification from the Finance Department of accounts receivable customers.

Recording Secretary

Amend 40-5528-1, Refund of Excess Income

The Committee moved to approve 40-5528-1, Refund of Excess Income, as reviewed.

Recording Secretary

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

Recording Secretary

- Amend 40-5520-1, Reserves
- Amend 40-5540-1, Contingency Operating Fund
- Amend 40-5516-3, Committee Non-Budgeted Expense
- Amend 40-5061-2, Fees

FUTURE AGENDA ITEMS:

The Committee moved/concurred to:

- Mutual Policy Coding (request Mutual Administration Director to attend the March
- Identification of "Reviewed" when done by either owning committee or GDC

Recording Secretary