

MINUTES
FORT MYERS BEACH
AUDIT COMMITTEE
Town Hall
2525 Estero Boulevard
Fort Myers Beach, FL 33931

Tuesday, June 8, 2022

I. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Chair Steele.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Members present: Edward Lombard, Sherry Misgen, Jim Steele and Michael Hauser and Bryan Thomas (via phone).

Excused/Absent: Richard Cote and Barbara Puffer.

Council Liaison: Ray Murphy

Staff Liaison: Budget Manager Cheri Russ

IV. APPROVAL OF MINUTES – May 24, 2022 – no quorum to vote

Clarification: Mr. Sansbury explained non-current liabilities and why where capital project funds and non-major special revenue funds were not in the audit.

V. PUBLIC COMMENT – no public comment.

VI. ITEMS FOR DISCUSSION

A. Scope of Work for Audit Bid

Chair Steele noted the estimated issue date would be July 1, 2022, and the proposed due date to Town Council was October 1, 2022. The Audit Committee had to complete the process in August or early September. Chair Steele commented that the preference for local contractors would not apply to the procurement. He indicated that the contract term had changed to one year with an option of two additional one-year terms. Audit Committee Member Misgen referred to the Auditor Selection and Auditor Selection Committee Guidance. They recommended that the term be five years to allow for continuity and noted a lack of qualified competition. Chair Steele suggested a three-year term with two possible one-year additions. Manager Russ revealed that the bid was the same proposal that was put out three years ago. She cautioned that the committee could not make changes since there was no quorum to vote. She explained the bid process and timelines. If the Audit Committee wanted to make changes, they would have to meet again with a quorum before the end of June or the beginning of July.

Audit Committee Member Lombard supported a one-year term with two option years. Discussion was held regarding conflicting terms on pages 7 and 9. Audit Committee Member Lombard stated that 2.1 on page 9 had to be clarified. Audit Committee Members Hauser and Misgen thought a minimum contract of three years was preferable. Chair Steele did not think the town ever put out a one-year proposal plus one and one. Liaison Murphy suggested that Audit Committee Members send their availability to Manager Russ to determine whether another meeting could be scheduled. Manager Russ will research auditor terms at other municipalities.

Chair Steele reviewed the scoring system and evaluation criteria. Audit Committee Member Hauser questioned whether the scoring system followed best practices. Manager Russ was not sure.

B. Audit Selection Committee

Liaison Murphy stated that all Audit Committee Members were on the Audit Selection Committee. Audit Committee Member Lombard brought up statute 218.391 and Liaison Murphy suggested that the Town Attorney research whether the statute was in effect.

VII. MEMBER ITEMS AND REPORTS

Audit Committee Member Hauser questioned what other members thought about filling the director's position. He felt that the director should be responsible for choosing new software. Chair Steele agreed that the town needed a finance director. Audit Committee Member Lombard reminded members that the Town Manager disagreed and noted the auditor indicated that the current staff was capable of running the finance department. Audit Committee Member Thomas agreed that purchasing software was not the responsibility of the Audit Committee.

Audit Committee Member Misgen suggested adding a follow-up of the audit findings to a future agenda.

Liaison Murphy clarified that the RFP would stay the same if the Audit Committee could not meet again. Manager Russ stated there had to be a quorum of five when the bid opening occurred. She commented that the Audit Selection Committee could reduce the number of members to more easily reach a quorum.

VIII. NEXT MEETING – TBD

1X. ADJOURNMENT

Chair Steele adjourned the meeting at 9:56 a.m.

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