

Audit Committee
Thursday, June 27, 2013
6:00 p.m.
Masny Room
507 Ocean Ave

MINUTES

I. CALL TO ORDER

Meeting called to order at 6:01 p.m.

II. ROLL CALL

Present:

Kathy Emerson
April Evans
Colleen Hunter
Robert Martin
Terry Williams

Town Manager Bill Hoskovec
Finance Director Jennifer Howland

III. PUBLIC COMMENT

None.

IV. NEW BUSINESS

1. Selection of Committee Chairperson

The committee selected Colleen Hunter to serve as chairperson.

2. Selection of Committee Secretary

The committee decided to have Town staff prepare the minutes.

3. Review of Melbourne Beach Code and Florida Statute 218.391, Auditor Selection Procedures, and the 2007 Auditor Selection Guidelines

The committee reviewed and discussed the statute. They agreed the committee is to select three firms to present to the Commission and the main factor in the selection is competency.

4. Discussion and possible action regarding the request for proposal for audit services, including content and timeline.

The committee reviewed major points and dates in the request for proposals

and decided cost is a factor, but cannot be the primary factor in selecting an auditing firm.

The committee agreed that one person on the committee should proofread the request for proposals and submit it to the Finance Director.

The committee decided to hold the next meeting to discuss the proposals on July 31, 2013 after the opening of the proposals. The committee decided it may hold a final meeting on August 12, if needed.

V. ADJOURNMENT

The meeting adjourned at 7:03 p.m.



Colleen Hunter, Chair



Jennifer Howland, Finance Director