



**CITY OF FORT MYERS
AUDIT COMMITTEE MEETING
WEDNESDAY, JULY 26, 2023
5:00 PM**

Oscar M. Corbin, Jr.
City Hall
2200 Second Street
Fort Myers, Florida 33901

Mayor Kevin Anderson
Councilperson Darla Bonk
Councilperson Teresa Watkins
Brown
At-large Member,
Dr. Daniel Acheampong
At-large Member, vacant

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS (limited to 3 minutes)

1. SWEARING IN OF NEW MEMBERS

2. APPROVAL OF MINUTES

Attachments:

Meeting Minutes June 15, 2023

Meeting Minutes June 20, 2023

3. COMMITTEE MEMBER FOCUS AREAS, COMMENTS AND CONCERNS

- 3.1. Evaluate proposals for financial auditing services and rank and recommend firms for City Council selection of an independent CPA firm to audit the City's financial statements (Selection Committee Meeting, RFP 0062-23) (Kirk Zimmerman, Procurement Services)

4. TIME & PLACE OF NEXT MEETING

August 7, 2023 @ 3:00 pm; Council Chambers Oscar M. Corbin, Jr. City Hall

5. PROPOSED AGENDA TOPICS FOR NEXT MEETING

Governance document development, Internal Audit function & Audit Committee

ADJOURNMENT

Special Requirements: If you require special aid or services as addressed in the Americans with Disabilities Act, please contact the City Clerk's Office at (239) 321-7035 or for the hearing impaired, TDD telephone number (239) 332-2541.

**MINUTES – AUDIT COMMITTEE
ORGANIZATIONAL MEETING**

June 15, 2023

1 | Page

The Audit Committee of the City of Fort Myers, Florida, met in regular session at Oscar M. Corbin, Jr. City Hall, 2200 Second Street, a meeting place in the City of Fort Myers, Florida, on Thursday, June 15, 2023, at 1:30 p.m. Present were: Board Members Mayor Kevin B. Anderson and Councilperson Teresa Watkins Brown. Also present were: Melinda Pensinger, Internal Audit Manager, Assistant City Attorney Amanda Browning-Richardson and Gwen Carlisle, City Clerk. Absent: Board Member/Councilperson Darla Bonk

CALL TO ORDER: Mayor Anderson called the meeting to order at 1:38 p.m.

PLEDGE OF ALLEGIANCE: Mayor Anderson led the Pledge of Allegiance.

ROLL CALL: Absent: Darla Bonk, Councilperson

Mayor Anderson noted that only two members are present, so the Committee does not have a quorum.

PUBLIC COMMENTS (limited to 3 minutes) (NONE)

1. SWEARING IN OF NEW MEMBERS

City Clerk Gwen Carlisle swore in: Kevin B. Anderson and Teresa Watkins-Brown as members of the Audit Committee.

Melinda Pensinger, Internal Audit Manager reported that the Committee will consist of three Councilmembers, and two at large members from the Community. She stated that a City approved Resolution created the Audit Committee and the two at large members must be either a Certified Public Accountant, or a Certified Internal Auditor, and must have knowledge of accounting principles. Ms. Pensinger advised that the City has a new page on the website page for the Audit Committee, and there is a new Board and Committee application just for this Committee. She advised that the City is accepting applications for the two at large members. If Council has any recommendations for Committee member, they should direct them to fill out an application to be considered by Council.

2. BOARD MEMBER FOCUS AREAS, COMMENTS AND CONCERNS

2.1. Election of Audit Committee Chair and Vice-Chair

Mayor Anderson noted that due to lack of quorum the election of the Chair and Vice Chair will be deferred to the next meeting.

2.2. Audit Committee Objectives and Responsibilities

2.3. Discuss Draft RFP Financial Auditing Services

Ms. Pensinger noted that the Request for Proposals for financial audit services will be reviewed at the next meeting by this Committee. She advised that once reviewed by the Committee the RFP will go out to bid, and to award the contract, it will need to go to Council for approval.

2.4. Approval of RFP for publication

**MINUTES – AUDIT COMMITTEE
ORGANIZATIONAL MEETING**

June 15, 2023

2 | Page

3. TIME & PLACE OF NEXT MEETING

City Clerk Carlisle stated that the date of the next meeting has not been finalized. She noted that at the request of Councilperson Bonk, if the Committee could consider the meeting time be after 5:00 p.m.

4. PROPOSED AGENDA TOPICS FOR NEXT MEETING

Ms. Pensinger advised those items that were not addressed at today's meeting will be placed on the next meeting agenda for the Committee's consideration.

ADJOURNMENT

Mayor Anderson adjourned the meeting at 6:08 p.m.

**MINUTES – AUDIT COMMITTEE
REGULAR MEETING**

June 20, 2023

1 | Page

The Audit Committee of the City of Fort Myers, Florida, met in regular session at Oscar M. Corbin, Jr. City Hall, 2200 Second Street, a meeting place in the City of Fort Myers, Florida, on Tuesday, June 20, 2023, at 3:30 p.m. Present were: Committee Member Mayor Kevin B. Anderson, Committee Member Teresa Watkins Brown, and Committee Member Darla Bonk. Also present were Melinda Pensinger, Internal Audit Manager, Assistant City Attorney Travis Cary and Gwen Carlisle, City Clerk.

CALL TO ORDER: Mayor Anderson called the meeting to order at 3:31 p.m.

PLEDGE OF ALLEGIANCE: Mayor Anderson led the Pledge of Allegiance.

ROLL CALL: Absent: None

PUBLIC COMMENTS (limited to 3 minutes) (NONE)

1. SWEARING IN OF NEW MEMBERS

City Clerk Gwen Carlisle swore in Darla Bonk as a member of the Audit Committee.

2. BOARD MEMBER FOCUS AREAS, COMMENTS AND CONCERNS

2.1. Election of Audit Committee Chair and Vice-Chair

Committee Member Watkins Brown nominated Committee Member Darla Bonk as Chair of the Committee.

MOTION: Committee Member Watkins Brown moved to approve Committee Member Bonk as Chair of the Audit Committee; seconded by Committee Member Anderson; motion passed unanimously.

Committee Member Bonk nominated Committee Member Watkins Brown as Vice Chair of the Committee.

MOTION: Committee Member Bonk moved to approve Committee Member Watkins Brown as Vice Chair of the Committee; seconded by Committee Member Anderson; motion passed unanimously.

2.2 At-large Committee Member Vacancies –

Melinda Pensinger, Internal Audit Manager, reported that a web page for the Audit Committee has been set up on the City's web site, and highlighted the criteria for Committee Members. She reported that she sent information with a link to the Committee application to local university faculty, local auditing firms, and contacted professional organizations. The link will also be advertised on the City's LinkedIn. The City has received one application so far. Committee Member Anderson commented that he hopes they receive more applications and good applicants.

2.3. Audit Committee Objectives and Responsibilities

**MINUTES – AUDIT COMMITTEE
REGULAR MEETING**

June 20, 2023

2 | Page

Ms. Pensinger reviewed Florida Statute 218.391, noting that it speaks to the requirements of the financial audit firm evaluation process. She noted that the State of Florida Auditor General has a publication that explains the Audit Proposal Evaluation Factors and Elements of a Request for Proposals for financial statement auditors. She stated that the Florida Auditor General recommendations are based on GFOA best practices.

2.4. Discuss Draft RFP Financial Auditing Services

Ms. Pensinger noted that responses to the Request for Proposals for Financial Auditing Services will be due to the City by July 21. She advised that there is a 14 to 30-day publishing requirement per Florida Statutes.

2.4. Approval of RFP for publication

Committee Member Bonk asked if they have bound by low vendor bidder. Christine Tenney, Director of Finance advised that due to the State requirements the City does not have to contract with the low bidder, as all things are taken into consideration for the firms. Assistant City Attorney Cary noted that by law the Committee may not evaluate the firms solely or predominantly based on price.

MOTION: Committee Member Brown moved to approve the RFP for publication; seconded by Committee Member Bonk; motion passed unanimously.

3. TIME & PLACE OF NEXT MEETING

City Clerk Carlisle stated that the meeting schedule of dates has not been finalized. Ms. Pensinger noted that the Committee should get together in late July to review the RFP submittals before going to Council for approval. She advised that the Committee could meet quarterly once they get through the RFP and financial audit process. Committee Member Anderson suggested that everyone review their schedules for the last week of July. He felt that if they could meet at 9:00 a.m. for the quarterly meetings that may work also. City Clerk Carlisle stated that she would poll the Committee Members for Council Chamber availability the last week of July. Committee Member Bonk suggested that if they meet quarterly, it could be February, May, August, and November. Committee Member Watkins Brown stated that they also have CRA meetings they attend in the last week of the month.

4. PROPOSED AGENDA TOPICS FOR NEXT MEETING

Ms. Pensinger advised that the responses to the RFP will need to be reviewed at the next meeting.

ADJOURNMENT

Mayor Anderson adjourned the meeting at 3:50 p.m.