

**MINUTES – AUDIT COMMITTEE  
MEETING**

July 26, 2023

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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 Wednesday, July 26, 2023, at 5:03 p.m. Present were: Vice Chair/Councilperson Teresa Watkins Brown, Committee Member/Mayor Kevin B. Anderson, and Committee Member Daniel Acheampong. Also present were City Attorney Grant Alley, Melinda Pensinger, Internal Audit Manager, Christine Tenney, Director of Financial Services, Eduardo Strazzeri, Deputy Finance Director, Assistant City Manager John Lege, III, and Kirk Zimmerman, Senior Procurement Specialist.

**CALL TO ORDER:** Acting Chair Watkins Brown called the meeting to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE:** Acting Chair Watkins Brown led the Pledge of Allegiance.

**ROLL CALL:** Absent: Chair/Councilperson Darla Bonk, and City Clerk Gwen Carlisle.

**PUBLIC COMMENTS (limited to 3 minutes)** (NONE)

**1. SWEARING IN OF NEW MEMBERS**

Deputy City Clerk Mary Hagemann swore in Daniel Acheampong as a member of the Audit Committee.

**2. APPROVAL OF MINUTES** – Minutes of June 15, 2023, and June 20, 2023, Meetings

Committee Member Anderson asked if a quorum was present. Acting Chair Watkins Brown stated a quorum of the Committee was present.

**MOTION:** Committee Member Anderson moved to approve the minutes for June 15, 2023, and June 20, 2023, meetings; seconded by Acting Chair Watkins Brown; motion passed unanimously.

**3. COMMITTEE MEMBER FOCUS AREAS, COMMENTS AND CONCERNS**

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

Mr. Zimmerman asked that any person in attendance regarding this Selection Committee review for RFQ 0062-23 to please sign in for the record. He advised that this portion of the meeting is to review and score responses for Financial Auditing Services RFP 0062-23, and recommend to City Council in order of preference, no fewer than three firms that are most qualified to perform the services established pursuant to criteria set forth in the RFP. He stated that this is a public meeting and being recorded. Mr. Zimmerman asked that the non-voting Selection Committee members come forward to the dais so that they have a microphone available. Non-Voting Selection Committee members included Christine Tenney, Director of

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Financial Services, Eduardo Strazzeri, Deputy Finance Director, Assistant City Manager John Lege, III, and Melinda Pensinger, Internal Audit Manager.

Mr. Zimmerman asked that any member of the Selection Committee disclose if they have any financial or personal relationships with any of the submitting firms regarding this project. Audit Committee Members Anderson, Watkins Brown, and Achaempong stated they have had none. Mr. Zimmerman asked the Non-Voting Selection Committee members Chris Tenney, Eddie Strazzeri, John Lege, and Melinda Pensinger if they have had any financial or personal relationships with any of the submitting firms, and they answered they have none.

Mr. Zimmerman reported that the City of Fort Myers had received a total of 8 responsive submittals on July 21, 2023, from the following firms:

- Carr, Riggs & Ingram, LLC
- Christopher, Smith, Leonard & Stanell, P.A.
- CliftonLarsonAllen LLP
- Marcum, LLP
- Mauldin & Jenkins, LLC
- MSL, P.A.
- Purvis, Gray and Company, LLP
- RSM US LLP

The following criteria was used to evaluate the proposals:

- Qualifications and Experience: 25%
- Audit Approach: 25%
- Ability to Furnish Services: 25%
- Price for Services: 25%

Mr. Zimmerman advised that once the proposals have been scored, the Selection Committee will be asked to turn in their score sheets to him, and they will take a brief recess and he will tally the scores. He will then read the results and at that time the Selection Committee will decide collectively on a recommendation, or they can ask the top ranked proposers to make presentations to this Committee at their next scheduled meeting August 7, 2023. If the Committee decides they want presentations, those presentations will be based on the same criteria as established in the RFP. If the Audit Committee members want presentations, they can email him any questions they would want addressed during the presentations. The questions will be sent to all the firms at the same time so each firm will have time to prepare their presentation. Mr. Zimmerman opened the floor for any general discussion prior to the scoring.

Audit Committee Members Anderson and Watkins Brown noted that they did not come prepared to score the proposals for this meeting. Committee Member Anderson thought that this meeting was for presentations. Committee Member Watkins Brown noted that she visited the City Clerk because she did not know what to do regarding these proposals. Mr. Zimmerman advised that they need to have all the scoring completed prior to reviewing the proposals as a group, so he recommended they reschedule this meeting.

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Committee Member Anderson stated that he will be well-prepared to come back at their next meeting August 7<sup>th</sup> but noted that if there is time to have another meeting in between this meeting and August 7 that he would be prepared to review the proposals. August 1<sup>st</sup> was a suggested date for their next meeting.

Ms. Pensinger stated that a meeting in between this meeting and August 7<sup>th</sup> would be good, so that they can bring this to the City Council meeting on August 7<sup>th</sup>. Mr. Lege advised that the Audit Committee may want presentations at their next meeting, so he is not sure they can have everything ready for City Council approval on August 7<sup>th</sup>.

Committee Member Achaempong noted that he used a spreadsheet with the criteria to rate the firms, so he can make the ratings based on the criteria given. He asked if the other members would like him to share the spreadsheet information. He advised that he would not share his scores and only send a blank document. Ms. Tenney felt that this formatted information from the RPF will be useful for everyone to review and rank the proposals. City Attorney Alley asked that Committee Member Achaempong provide the document to Ms. Pensinger to distribute to the Committee members to avoid a Sunshine issue.

Mr. Zimmerman asked if they should defer this meeting to suggested date of August 1<sup>st</sup>. He noted that he was just advised that the Council Chambers is not available on August 1<sup>st</sup> at 5:00 p.m. but the Council Chambers is available on Monday, July 31<sup>st</sup>. Committee Member Anderson stated that will give them at least another day to make the August 7<sup>th</sup> City Council meeting, and Chair Bonk can hopefully be with them on that day.

Mr. Zimmerman noted that he will adjourn the Selection Committee meeting portion of the meeting at 5:28 P.M.

City Attorney Alley noted that he offers individual Sunshine Training to Board and Committee members, and it is about a one-hour training, so if anyone is interested, he can set it up.

### **4. TIME & PLACE OF NEXT MEETING**

The Consensus of the Committee agreed to meet Monday, July 31, 2023, at 5:00 p.m. for their next meeting, and August 7, 2023, at 3:00 p.m. in Council Chambers.

### **5. PROPOSED AGENDA TOPICS FOR NEXT MEETING**

The July 31st meeting is the scheduled Selection Committee Meeting for RFQ #0062-23.

Ms. Pensinger noted that this discussion of governance document development, Internal Audit function, and Audit Committee is still scheduled for the August 7<sup>th</sup> Audit Committee meeting.

### **ADJOURNMENT**

Acting Chair Watkins Brown adjourned the meeting at 5:32 p.m.