

## CareerSource Tampa Bay Audit Meeting Minutes

**Date:** July 31, 2019  
**Location:** Conference Call

### Call to Order

Sophia West called the meeting to order at 3:34PM. There was a quorum present with the following Audit Committee members participating.

### Members in attendance

Kenneth Jones, Commissioner Sandra Murman, Sophia West, with all members participating via phone.

### Members not in attendance

None

### Staff Present

John Flanagan, Anna Munro, and Sheila Doyle.

### Guests

None

### Public Comments

There were none

### Welcome and Introductions

There was a brief introduction and move to discussion items.

The items are listed in the order of discussion.

Indicates Action Needed

### Action/Discussion Items

#### ▶ Action Item #1 February 28, 2019 Audit Committee Meeting Minutes

- A motion to approve the minutes of February 28, 2019 Committee Meeting.
- Motioned: Ken Jones
- Seconded: Commissioner Sandra Murman
- There was no further discussion. The motion carried.

#### ▶ Action Item #1 June 26, 2019 Audit Committee Meeting Minutes

- A motion to approve the minutes of June 26, 2019 Committee Meeting.
- Motioned: Ken Jones
- Seconded: Commissioner Sandra Murman

There was no further discussion. The motion carried.

► **Action Item #3 Rebid RFP 19-0412**

- A motion to approve the rebid RFP 19-0412 with the following timeline:

Events	Date
Release date to potential bidders and posting to CareerSource Tampa Bay website	Thursday, 8/1/2019
Period for technical questions/inquiries	Five (5) business days: Fri., 8/2/19 – Thur., 8/8/19
Due date of Proposal	Tues.9/3/2019
Audit Committee review of proposals	Six (6) business days: Wed., 9/4/19 -Wed. 9/11/19
Audit Committee convene to select CPA firm	Thursday, 9/12/19
Audit Committee to present approval of CPA firm to the Board of Directors	Thursday, 9/19/19

- Motioned: Commissioner Sandra Murman
- Seconded: Ken Jones
  
- There was no further discussion. The motion carried.

**Adjournment**

The meeting was adjourned at 3:41 p.m.

Minutes prepared by: Tammy Stahlgren, Administrative Services Coordinator.