



Wednesday, September 11, 2019, 11:30 AM
Teleconference

Audit Committee Agenda

- I. **Welcome and Roll Call** Sophia West, Chair
- II. **Public Comment**
- III. **Action/Discussion Items**
 - 1. Approval of Minutes – July 31, 2019 Audit Committee Page 2
 - 2. Approval of CPA Firm for Audit and Tax Services Anna Munro, Page 4
- IV. **Adjournment**

Next Audit Committee Meeting – To be determined.

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.



Action Item # 2

Approval of CPA Firm for Audit and Tax Services

Background:

The Audit Committee convened on July 31, 2019 to re-address the timeline for the provision of Audit and Tax Services, Request for Proposal (RFP) No.19-0412. Due to an insufficient number of proposals received by the original RFP due date of June 22, 2019, the Audit Committee approved to re-bid the Audit and Tax Services and extend the due date of Proposals to September 3, 2019.

Information:

CSTB received a total of four (4) proposals from the following CPA firms:

- 1) James Moore
- 2) Grau & Associates
- 3) Rivero, Gordimer & Company, P.A.
- 4) Watson Rice

The Audit Committee members will be presented each CPA firm's audit proposal, scoring sheet and conflict of interest form. The Audit Committee members will reconvene on September 11, 2019 to discuss scoring and make their selection of the CPA firm to provide Audit and Tax services.

Recommendation:

Based on the tabulated scores, the highest ranking CPA firm is to be recommended by the Audit Committee as the CPA firm to provide Audit and Tax Services for CSTB.



CareerSource Tampa Bay
4902 Eisenhower Blvd., Suite 250 | Tampa, FL 33634
CareerSourceTampaBay.com

Copyright © CareerSource Tampa Bay. All Rights Reserved.

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

A proud partner of the American  JobCenter network