

## **MINUTES OF MEETING**

### **UNIVERSITY PARK RECREATION DISTRICT AUDITOR SELECTION COMMITTEE MEETING**

**Tuesday, June 28, 2022**

**10:00 a.m. and or immediately**

**following the adjournment of**

**the Board of Supervisors**

**Workshop Meeting**

**Community Center**

**8301 The Park Boulevard, University Park, FL 34201**

Board Members present at roll call in person or via phone:

Paul Fay

Committee Member

Sally Dickson

Committee Member

Also, Present in person or via phone:

Vivian Carvalho

District Manager - PFM Group Consulting LLC

## **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

#### **Call to Order and Roll Call**

The meeting was called to order at 12:15 p.m. by Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Before opening up for public comments, Ms. Dickson stated that she would act as Chair for this meeting.

### **Public Comments**

There was no one from the public present at this time.

## **SECOND ORDER OF BUSINESS**

### **General Business Matters**

#### **Review and Approval of Audit Documents**

- a) Audit RFP Notice Template**
- b) Instructions to Proposers**
- c) Evaluation Criteria- with or without price**

There was a discussion about which companies should be solicited concerning the upcoming

RFP. The names that were considered were Phillips Harvey, Miller & Co., Kerkering, Barberio & Co., Carr Riggs & Ingram, and CS & L CPAs. Ms. Carvalho recommended the Committee to review the proposals in the same day of a Board Meeting so recommendations by the committee can be given accordingly to the Board. The Committee discussed the timeline of the RFP. The details were as follows:

- 1- Allow 3 weeks to provide a response.
- 2- The August 5<sup>th</sup>, 2022 is the deadline for getting the documents added to the agenda for the August 12<sup>th</sup>, 2022, Board Meeting.
- 3- Each member of the committee will complete a scoring sheet for each company they get a proposal received.

Ms. Carvalho stated that the committee could meet with the potential companies the day they are scoring and said that if they are not ready to make a decision, they can continue the meeting. The committee can also bring their notes from the company interviews to the Board meeting. It was decided that interviews would be held on August 8<sup>th</sup>, 2022, from 10:00 a.m. – 12:00 p.m. at the Community Center in person and via Zoom. The ad will be run on July 8<sup>th</sup>, 2022 and will be asking them to submit their proposal by the due date of July 29<sup>th</sup>, 2022. Everything will be added to the agenda on August 1 which gives the committee a week to review all of the information gathered.

Ms. Carvalho suggested to the Committee that they revise the provision regarding the additional funds that were included on the FY 2022 budget including the General Fund, the Enterprise Fund, the Debt Service Fund, and the Construction Fund. This is in the Instruction to Proposal section of the RFP.

While discussing whether or not to include price with the audit evaluation criteria document, Mr. Fay suggested changing the weight of the points for when they will be scoring. The following scores will be 20 points for ability of personnel, 20 points for experience, 25 points for the understanding the scope, 25 points for the ability to furnish the required service, 10 points for price.

On MOTION by Mr. Fay, seconded by Ms. Dickson, with all in favor, the Auditor Selection Committee approved the Audit Documents with the Evaluation Criteria to include price with adjusted scores as outlined above.

### **THIRD ORDER OF BUSINESS**

### **Adjournment**

ON MOTION by Ms. Dickson, seconded by Mr. Fay, with all in favor, the Tuesday, June 28, 2022, the Auditor Selection Committee Meeting of University Park Recreation District was adjourned at 12:54 p.m.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson

