



**AUDIT SELECTION COMMITTEE MEETING
SEPTEMBER 7, 2022
4:00 p.m.**

AGENDA

1. **Call to Order** and accept proof of publication of notice of meeting.
2. **Approve Minutes** of the committee meeting held on August 3, 2022.
3. **Open Forum/Public Comment:** The audit selection committee of the Health Facilities Authority allows any person to speak regarding agenda items other than ministerial or information only matters. Speakers must complete the speaking request form prior to the start of the meeting. Each speaker or group representative is limited to three (3) minutes of speaking time. Speakers shall refrain from abusive or profane remarks, disruptive outbursts, protests, or other conduct which interferes with the orderly conduct of the meeting.
4. **Inventory audit proposals received.**
5. **Any other business.**
6. **Adjourn**

Next Scheduled Meeting of the Audit Selection Committee: September 21, 2022 4p.m.

**AUDIT SELECTION COMMITTEE MEETING
AUGUST 3, 2022
4:00 p.m.**

MINUTES OF MEETING

1. Call to order and present proof of publication of meeting notice:

The meeting began at 4:00 p.m. In attendance were the three committee members: Keith Bullock, Susan Ashby and by telephone, Jean Walker Tucker. Also, in attendance was Ms. Virginia Yeagle, Authority Administrator. Ms. Yeagle will be attending the meetings of the audit selection committee to provide administrative support.

Ms. Yeagle had provided committee members with the agenda and all documents prior to the meeting for review.

Ms. Tucker was attending the meeting by telephone and was having reception issues; therefore, she approved all items on the agenda and documents previously provided to her for review. At this point, she left the meeting.

2. Designate Chairman and Secretary of Committee:

Mr. Bullock volunteered to serve as Chair. Ms. Ashby volunteered to serve as Secretary.

3. Review and approve RFP package for selection of audit firm for FY 2022:

Ms. Yeagle provided an overview of the documents in the RFP package, including the criteria on which the responding firms will be ranked. There was discussion about the RFP structure as it follows the State of Florida Auditor General's recommendations. The calendar proposed for receiving responses, opening the submitted proposals and the date the committee would meet to rank the proposals. It was decided that September 6, 2022 was an acceptable deadline for RFP responses to be received as this would be approximately 30 days. The committee will meet again on September 7, 2022 at 4:00 p.m. to open the responses. The committee will meet on September 21, 2022 to review the submitted proposals and rank the firms. Mr. Bullock moved to accept the RFP package as presented. Motion was seconded by Ms. Ashby. Motion passed unanimously with Ms. Tucker having given her approval at the beginning of the meeting to all items.

4. Review and approve legal announcement for publication on Monday, August 8, 2022 in Pensacola News Journal.

Mr. Bullock moved to accept the legal announcement as presented. Motion was seconded by Ms. Ashby. Motion passed unanimously with Ms. Tucker having given her approval at the beginning of the meeting to all items.

5. **Review and approve letter soliciting proposals from CPA firms.**
Mr. Bullock moved to accept the letter soliciting proposals from CPA firms as presented. Motion was seconded by Ms. Ashby. Motion passed unanimously with Ms. Tucker having given her approval at the beginning of the meeting to all items.
6. **Review and approve list of CPA firms to send solicitation letter.**
Mr. Bullock moved to accept the list of CPA firms as presented. Motion was seconded by Ms. Ashby. Motion passed unanimously with Ms. Tucker having given her approval at the beginning of the meeting to all items.
7. **Review criteria for evaluating proposals received.**
Ms. Yeagle explained that the criteria for evaluating the proposals is based on the components of the RFP. Each criteria has been assigned a maximum possible score ranging from 5 to 15 points, with experience in governmental audits and quality of audit practice having the most possible points available. Mr. Bullock moved to accept the ranking criteria as presented. Motion was seconded by Ms. Ashby. Motion passed unanimously with Ms. Tucker having given her approval at the beginning of the meeting to all items.
8. **Any other business**
There was no other business.
9. **Adjourn**
Meeting adjourned at 4:25pm

Next meeting is scheduled for Wednesday, September 7th at 4pm.