

City of TYBEE ISLAND
Audit Committee Meeting
Monday, March 19, 2007
2:30 Pm
Tybee Old School – Room 7

MINUTES

Attendance: John Major, Freda Rutherford, Sue Off, David Birdwell, Jim Anderson, Sam Adams

John Major called the meeting to order at 2:30 PM.

There was a motion by Sue, second by Sam, to approve the minutes from the January meeting. All approved.

John asked if everyone was aware that Jan Fox had resigned. John said that she will be available through March 31st. He added that himself and Freda will serve with Diane as the interview committee to select a new financial officer. Sue asked about salary and qualifications. John said the salary is \$75,000. per annum and the job description is available on line.

Nominating Committee:

Jim said that there was a consensus at the last meeting to retain the current officers. John asked about the need for council to fill the seventh available position on the audit committee. Freda suggested that the council be informed that we are satisfied with six members unless they come across an exceptional candidate. John said that he had informed council that the current six members are committed to serving in the following year. Sue noted that David's term needs to be renewed since he filled a vacancy. John asked Freda to get with Kathryn to handle the reappointment.

Audit Wrap-up Meetings:

John said that members of the AC needed to meet with the auditors at the end of each day and handed out a sign-up sheet. The group scheduled themselves for the 5:00 PM meetings.

Discussion of RFP:

John referenced the "Elected Officials Guide to Audit Committees" developed by the Government Finance Officers Association. He said he would order copies for all members. He said that he and Freda have reviewed the publication and thought that it would be a good guide for committee development for the year. He informed the group that the M & J contract was for three years with this being the third year. After review of the RFP the group decided that the contract could be extended for an additional two years. David proposed that we consider extending the contract but that we wait until the conclusion of the audit. Freda raised the past concerns with the auditors addressing the compliance section of the contract and that we wait to see how they address our concerns for this year.

Ethics Committee Report:

Sue reported that the ordinance is moving along. The committee will give it to the City Attorney for formatting. The council has been receiving drafts of each section as they are completed. The goals to get the full document to council in May. Freda asked if the municipal court is included under the jurisdiction of the committee. After consideration Sue said that she thought it was.. Freda asked if the committee is quasi-judicial. Sue said yes, they will be able to investigate, have an attorney, etc. However, the final decision will be by council.

Old Business: None

New Business: None

John said the regularly scheduled meeting is April 9th. The meeting was adjourned at 3:11 PM.

Respectfully submitted,

Freda Rutherford, Secretary