

City of Tybee Island
Audit Committee Meeting
Wednesday, March 18, 2009
8:00 a.m.
Room 7 – Old School

APPROVED MINUTES

Member Attendance: Bill Blakey, Alfie Waite, Sallie McClelland, Steven Bryan, Gavin Murphy

Council Liason: none

Staff: Bonnie Kline

Bill Blakey, vice chair, called the meeting to order 8:05 a.m.

There was a motion by Bill, seconded by Alfie, to approve the minutes from the February 23 meeting. All approved the minutes as written.

Bill asked what times were convenient for members to meet and it was generally agreed that 9 a.m. was a good time.

Bill called for election of officers. Steve nominated Bill for the position of chairman and Alfie Seconded. All approved. Bill nominated Alfie for Vice Chairman, Steven seconded and all approved. Bill nominated Gavin for secretary. All approved. There was a discussion about members sharing the duties of secretary. Steven suggested some ways to make the minute taking easier. He said he would have further input at the next meeting.

REVIEW OF THE RESPONSES TO THE RFP FOR A NEW CITY AUDITOR

Bill asked if the committee members had reviewed the eight technical proposals received from firms responding to the city's requests for proposals to be auditor for fiscal years ended June 30, 2009-2013. All said they had, but not all had completed their matrix evaluation forms.

Alfie said he was ready to recommend a firm based on his knowledge of its work and a discussion ensued about various firms and their qualifications.

Gavin asked if the city verified that the respondents were licensed with the state to practice and Bonnie said she did verify that they were.

There was a discussion about whether to open the bids from the respondents and consider them at this point in the evaluation process. Bonnie suggested we narrow the selection down to our four top choices based on the technical proposals before looking at the bids.

Steve asked about the city's ability to provide all the information to the auditors in a timely fashion in light of previous issues in this regard and if the committee needed to

help the city get more resources. There was discussion by the committee about how responsive the city could be to the auditors' field needs. Bonnie assured the committee that there would not be a problem. Bonnie said she had taken measures to make sure the city's accounts were being reconciled on a monthly basis in order to provide data to auditors more quickly.

Bill asked if the committee should meet with representatives of the top contenders for the job and Bonnie said that should not be a problem.

Bill suggested that committee members review the proposals once again and communicate their top four candidate selections to Bonnie by Thursday, March 19 so that a recommendation can be made to the city council by the end of the week.

STATUS OF THE CURRENT AUDIT

Bill asked Bonnie about the progress of the current audit and if the problems related to providing payroll data to the auditors had been resolved. Bonnie said the information had been made available and the city should have a draft of the audit by the end of the week.

Steve made a motion to adjourn. All agreed.

Gavin Murphy

Secretary