

# INDIAN SHORES

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## AUDITOR SELECTION COMMITTEE MEETING MINUTES TUESDAY, MARCH 8, 2022, BEGAN AT 3:04 P.M. INDIAN SHORES MUNICIPAL CENTER, 4<sup>th</sup> FLOOR

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**The Meeting convened at 3:04 P.M.**

**Those present:** Councilor and Committee Madam Chair Diantha Schear, Citizen Members Noelle Daniel, Mark McKee, Michael Howard, Dr. Candiss Rinker, and Town Attorney Regina Kardash.

**Also present:** Mayor Patrick C. Soranno, Vice Mayor Mike Hackerson, Councilor Mike Petruccelli, Councilor Bill Smith, Alternate Auditor Selection Committee Citizen Members Claudia Riva and John Schilthuis, Town Administrator Bonnie Dhonau, Personnel and Finance Director Susan Scrogham, and Town Clerk Freddie Lozano.

**Those absent:** None

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### ITEM # AGENDA ITEM

#### 1.0 Consideration of approving the Auditor Selection Committee Meeting agenda for March 8, 2022.

**Motion** by **Dr. Rinker** – seconded by **Mr. McKee** to approve the Auditor Selection Committee Meeting agenda for March 8, 2022. **All ayes. Motion carried 5-0.**

#### 2.0 Comments from the public on any agenda item. None.

#### 3.0 Sunshine Law review by Attorney Regina Kardash.

**Attorney Kardash** presented her review emphasizing the prohibition of communications between board members regarding business matters for discussion that should be held at a duly noticed public

Patrick C. Soranno  
Mayor

Mike Hackerson  
Vice Mayor

Diantha Schear  
Councilor

Michael (Mike) Petruccelli  
Councilor

William F. (Bill) Smith  
Councilor

Bonnie Dhonau  
Town Administrator

Richard (Rick) Swann  
Chief of Police

Susan L. Scrogham  
Director of Finance and Personnel

Freddie G. Lozano  
Town Clerk

Regina Kardash, Esq.  
Town Attorney

meeting. She spoke about public records and instructed the Committee to direct any public records questions or requests to the Town Clerk/Records Liaison. She also highlighted cases pursued by the state where Sunshine Law violations occurred.

**Mr. Lozano** administered the Oath of Office to all members of the Auditor Selection Committee.

#### **4.0 Review of Auditor Selection Committee's roles and duties.**

**Madam Chair Schear** read Florida Statute 218.391 regarding annual financial audit reports and the Committee's duty to assist with selecting an auditor to conduct the Town's annual financial audit. She also touched on the Requests for Proposals (RFPs) process where interested firms will go through an evaluation process for consideration of selection.

#### **5.0 Discussion and consideration of utilizing the City of Largo's RFP as the model template for the Town's RFP for audit services.**

The discussion began with the RFP's proposed timeline:

- March 22 – approval of draft RFP
- April 12 – announcement and release of RFP
- April 29 – RFP questions due to Ms. Scroham
- May 16 – proposal due date and opening by Town Clerk
- May 24 – rank and review proposals
- May 31 – presentation of top four selected firms
- June 7 – Audit Selection Committee ranking and auditor recommendations at a Special Council meeting
- June 14 – approval of selected auditor at the Regular Town Council meeting

The Committee reviewed Largo's document and a consensus was reached to use it as the template for the Town's RFP. Required revisions were listed to tailor the draft document to the Town's needs.

A discussion on the auditor's contract term ensued ending with a **motion** made by **Mr. Howard** – seconded by **Dr. Rinker**, to recommend a 5-year term with 1-year renewals. **All ayes. Motion carried 5-0.**

Regarding the point ranking system, the Committee liked Ms. Dhonau's comment about possibly adding verbiage stating that consideration will be given to any firm that is able to guarantee execution or completion of the audit no later than September 30, 2022.

**6.0 Discussion and consideration of Request for Proposal (RFP) timeline.**

There was concern over the timeline being too far out in relation to the audit's due date. The Committee discussed it further and reached a consensus allowing Madam Chair Schear, Ms. Dhonau, and Ms. Scrogham to review and work on shortening the timeline for approval at the March 22, 2022, meeting.

**7.0 Citizens' comments on any subject.** None.

**8.0 Committee Members' comments on any subject.** None.

**9.0 Meeting adjournment.** 4:03 p.m.

  
Freddie Lozano  
Town Clerk