



MINUTES OF THE AUDIT COMMITTEE MEETING OF THE TOWN OF BRINY BREEZES, FLORIDA HELD ON THURSDAY, JUNE 28, 2012 AT 3:00 P.M. IN THE TOWN HALL, 4802 NORTH OCEAN BOULEVARD, BRINY BREEZES, FLORIDA

CALL TO ORDER & PLEDGE OF ALLEGIANCE & ROLL CALL

Chairman Lowen Pooock led the Pledge of Allegiance and called the meeting to order at 3:00 p.m. Deputy Town Clerk Cindy Corum took roll call.

IN ATTENDANCE

Chairman Lowen Pooock, Committee Member Resident Roger Bennett, Committee Member Pete Fingerhut. Also present were Town Clerk Pro Tem Nancy Boczon and Deputy Town Clerk Cindy Corum. (Attorney Jerome Skrandel was out of Town.)

ADDITIONS, WITHDRAWALS, DELETIONS AND ARRANGEMENT OF AGENDA

None

TENTATIVE SCHEDULE FOR FURTHER MEETINGS:

Friday, August 17th to Respond to Written Inquiries; Thursday, August 23rd to Receive Proposals and Start Screening Process; and, Thursday, September 6th to Recommend Top Ranked Proposers to Town Council. All meetings will be held at the Briny Breezes Town Hall and begin at 3:00 p.m.

DISCUSSION

Chairman Pooock said that he received a 28 page Auditor RFP via email and he was unhappy with the length of the document. He said he felt the length of the RFP may discourage responses and he would like to see the RFP reduced to approximately four pages. Mr. Pooock said he remembered a motion at the last meeting which directed the Deputy Clerk to prepare an RFP and forward it to the Town Attorney for review and approval. Committee Member Roger Bennett said that although he agreed the document could be condensed, he wanted to go on record that he would not be willing to violate State Law by excluding any necessary legal components. Mr. Bennett also mentioned a few minor typos and noted the contract duration should be revised to read FY 2012 through 2014.

There was a discussion on the evaluation process to be used in determining the winning bidder. The Committee went over the RFP and proceeded to recommend various deletions and changes. Mr. Bennett said he felt it was prudent to include a termination clause in the contract.

Deputy Town Clerk Corum said she had a simpler ten page RFP which she had received from the Clerk of the small Town of Cloud Lake. Ms. Corum said she could quickly print it out if the Committee so desired.

The Committee asked to review the Cloud Lake template and Ms. Corum printed out copies. The Committee then took some moments to peruse the Cloud Lake RFP template. The Committee decided to take time additional to review the Cloud Lake RFP and make recommendations at the next meeting in July.

PUBLIC COMMENT


Mrs. Sharon Kendrigan asked Chairman Poock a question regarding future audits.

ADJOURNMENT

A **MOTION** was made and seconded (Bennett/Fingerhut) to adjourn the meeting.

MOTION PASSED


Meeting was adjourned at 3:45 PM.



Chairman Lowen Poock

SEAL

ATTEST:



Cindy L. Corum, Deputy Town Clerk