



## VILLAGE OF PALMETTO BAY

### Auditor Selection Committee MINUTES

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Wednesday, August 26, 2020

2:30 p.m.

Virtual Meeting

Per State of Florida Executive Order  
20-69 as amended by 20-193

1. Call to order/Roll call of committee members

Missy Arocha called the meeting to order.

Announced the purpose of the meeting per FS 218.391

Called roll call:

David Singer-present

Chad Burkhalter-present

Brain Raducci-present

Matilde Menendez-present

Marie Arteaga-Narino-present

2. Public Comments

There were no public comments

3. Discussion Items

Desmond Chin Finance Director introduced the Committee Chair  
Councilman David Singer

Councilman Singer thanked the Committee members for their time and  
assistance.

a. Auditor Selection Process per F.S. 218.391

Missy Arocha read into record the selection process per FS  
218.391

b. Review of RFP scope of services

Matilde Menendez-commented Doral just went through the Auditor  
selection process and the RFP covered everything required.

Marie Arteaga-Narino-thought it was very thorough and had nothing  
to add or change.

Desmond Chin clarified why on page 13 paragraph 1 the words "Section X" was highlighted. The highlight referenced the General Tasks and Deliverables in Section X. The highlight is a reminder to check the final document to reference the appropriate section number.

David Singer-commented he wanted to ensure that who ever applied had experience in governmental audits.

Desmond Chin replied that Section IV paragraph b required proposers to have 5 years' experience in local government audits.

Brian Raducci-enquired who were our current auditors and if they were precluded from re-applying as Aventura has a mandatory rotation requirement.

Desmond Chin-responded that the current firm was Morrison, Brown, Argiz and Farra hired for 1 year and was not precluded from re-applying. The contract is limited to 5 years.

Brian Raducci-thought the RFP was very well done and had no comments.

Chad Burkhalter-enquired if the conflict of interest form page 13 Tab 7 included committee members.

Desmond Chin-replied it did not.

c. Approval of RFP

The RFP was moved by David Singer  
Seconded by Chad Burkhalter  
Approved 5-0

4. Future Meeting Date

To be determined.

Desmond Chin-tentatively set a meeting for early October and a date certain to be established.

Brian Raducci-enquired if electronic submissions were being allowed.

Desmond Chin-replied that an electronic copy will be required as part of submission.

5. Adjournment

David Singer thanked the Committee members and adjourned the meeting.