

**MINUTES – AUDIT COMMITTEE
ORGANIZATIONAL MEETING**

June 15, 2023

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The Audit Committee of the City of Fort Myers, Florida, met in regular session at Oscar M. Corbin, Jr. City Hall, 2200 Second Street, a meeting place in the City of Fort Myers, Florida, on Thursday, June 15, 2023, at 1:30 p.m. Present were: Board Members Mayor Kevin B. Anderson and Councilperson Teresa Watkins Brown. Also present were: Melinda Pensinger, Internal Audit Manager, Assistant City Attorney Amanda Browning-Richardson and Gwen Carlisle, City Clerk. Absent: Board Member/Councilperson Darla Bonk

CALL TO ORDER: Mayor Anderson called the meeting to order at 1:38 p.m.

PLEDGE OF ALLEGIANCE: Mayor Anderson led the Pledge of Allegiance.

ROLL CALL: Absent: Darla Bonk, Councilperson

Mayor Anderson noted that only two members are present, so the Committee does not have a quorum.

PUBLIC COMMENTS (limited to 3 minutes) (NONE)

1. SWEARING IN OF NEW MEMBERS

City Clerk Gwen Carlisle swore in: Kevin B. Anderson and Teresa Watkins-Brown as members of the Audit Committee.

Melinda Pensinger, Internal Audit Manager reported that the Committee will consist of three Councilmembers, and two at large members from the Community. She stated that a City approved Resolution created the Audit Committee and the two at large members must be either a Certified Public Accountant, or a Certified Internal Auditor, and must have knowledge of accounting principles. Ms. Pensinger advised that the City has a new page on the website page for the Audit Committee, and there is a new Board and Committee application just for this Committee. She advised that the City is accepting applications for the two at large members. If Council has any recommendations for Committee member, they should direct them to fill out an application to be considered by Council.

2. BOARD MEMBER FOCUS AREAS, COMMENTS AND CONCERNS

2.1. Election of Audit Committee Chair and Vice-Chair

Mayor Anderson noted that due to lack of quorum the election of the Chair and Vice Chair will be deferred to the next meeting.

2.2. Audit Committee Objectives and Responsibilities

2.3. Discuss Draft RFP Financial Auditing Services

Ms. Pensinger noted that the Request for Proposals for financial audit services will be reviewed at the next meeting by this Committee. She advised that once reviewed by the Committee the RFP will go out to bid, and to award the contract, it will need to go to Council for approval.

2.4. Approval of RFP for publication

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3. TIME & PLACE OF NEXT MEETING

City Clerk Carlisle stated that the date of the next meeting has not been finalized. She noted that at the request of Councilperson Bonk, if the Committee could consider the meeting time be after 5:00 p.m.

4. PROPOSED AGENDA TOPICS FOR NEXT MEETING

Ms. Pensinger advised those items that were not addressed at today's meeting will be placed on the next meeting agenda for the Committee's consideration.

ADJOURNMENT

Mayor Anderson adjourned the meeting at 6:08 p.m.