



# AUDIT SELECTION COMMITTEE

LIMITED CAPACITY

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## AGENDA

FRIDAY, AUGUST 16, 2024

9:00 AM

360 E. MAIN STREET, PAHOKEE, FLORIDA 33476

### COMMISSION CHAMBERS

**Members:** Commissioner Everett D McPherson, Sr., Committee Chair | Susan Gooding-Liburd | Arrie Patrick

**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPROVAL OF MINUTES:**

1. July 3, 2024 Audit Selection Committee Meeting Minutes

**E. NEW BUSINESS:**

1. Opening of bid(s)
2. Evaluation and Shortlist

**F. OLD BUSINESS:**

**G. PUBLIC COMMENT**

**H. ADJOURN (BY MOTION AND APPROVAL OF MAJORITY PRESENT)**

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Any member of the audience wishing to appear before the Committee to speak with reference to any agenda or non-agenda item must complete and submit the "Request for Appearance and Comment" form, prior to commencement of the meeting.

Should any person seek to appeal any decision made by the Committee with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Reference: Florida Statutes 286.0105). Anyone desiring a verbatim transcript shall have the responsibility, at one's own cost, to arrange for the transcript.

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# AUDIT SELECTION COMMITTEE

LIMITED CAPACITY

## MINUTES

WEDNESDAY, JULY 03, 2024

6:00 PM

360 E. MAIN STREET, PAHOKEE, FLORIDA 33476

COMMISSION CHAMBERS

**Members:** Commissioner Everett D McPherson, Sr., Committee Chair | Susan Gooding-Liburd | Arrie Patrick

**A. CALL TO ORDER**

The meeting was called to order by Commissioner McPherson at 6:00 PM.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Commissioner McPherson led the Invocation, followed by Pledge of Allegiance.

**C. ROLL CALL**

PRESENT

Chair Everett McPherson

Committee Member Susan Gooding-Liburd

Committee Member Arrie Patrick

**D. APPROVAL OF MINUTES:**

None.

**E. NEW BUSINESS:**

1. PROPOSED RFP FOR ANNUAL FINANCIAL AUDIT SERVICES / EVALUATION FORM

Commissioner McPherson provided an overview of the item. Discussion ensued.

Motion made by Committee Member Gooding-Liburd to change the date in Section 1.2 to July 22, 2024. Duly seconded by Committee Member Patrick and passed unanimously.

Voting Yea: Chair McPherson, Committee Member Gooding-Liburd, Committee Member Patrick

Motion made by Chair McPherson to decrease the contract period and renewal option for the selected vendor. Motion died due to lack of a second.

Motion made by Committee Member Patrick for the selected vendor to provide services for three (3) years with two (2) year renewal options. Duly seconded by Committee Member Gooding-Liburd and passed 2-1.

Voting Yea: Committee Member Gooding-Liburd, Committee Member Patrick

Voting Nay: Chair McPherson

For the sake of time, the Committee collectively reviewed the proposed RFP and discussed changes. By consensus of the Committee, Attorney Norris-Weeks would conduct the final review of the proposed RFP and attach a contract.

**F. OLD BUSINESS:**

None.

**G. PUBLIC COMMENT**

None.

**H. ADJOURN (BY MOTION AND APPROVAL OF MAJORITY PRESENT)**

There being no further business to discuss, the meeting adjourned at 8:00 PM.

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Commissioner Everett D. McPherson, Chair

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ATTEST: Nylene Clarke, CMC, City Clerk



MEMORANDUM

TO: Members of the Financial Audit Services Committee

FROM: Joseph R Martin

SUBJECT: RFP 2024-02 Response

DATE: August 5, 2024

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All proposals in response to this RFP must be received by CITY no later than noon on Monday, August 5, 2024.

**STAFF TO GO ON RECORD:**

Pursuant to the Request for Proposals 2024-02 (the "RFP"), the CITY solicited Proposals for qualified firms to provide auditing Services for the City of Pahokee for a period of three (3) years, with two (2) one renewal options, the CITY only received one response on August 5, 2024 from HCT Certified Public Accountants and Consultants, LLC