



**MEETING WITH DISTRICT AUDIT COMMITTEE TO ASSIST
THE GOVERNING BOARD IN SELECTING INDEPENDENT AUDITOR**

**TUESDAY, JUNE 21, 2022 – 12:30 P.M.
MICROSOFT TEAMS**

MINUTES

Board Members Present

Ed Armstrong, Vice Chair
Michelle Williamson, Secretary
William Hogarth, Member

Staff Members

Amanda Rice, Assistant Executive Director
Brian Werthmiller, Inspector General
Mary Beth McNeil, Assistant General Counsel
Melisa Lowe, Finance Bureau Chief
Felicia Holmes, Procurement Services Office Chief
Ann Kenny, Accounting Manager

Recording Secretary

Lori Manuel, Lead Administrative Coordinator

1. Call to Order and Introductions

A meeting was held on Tuesday, June 21, 2022, at 12:30 p.m., via Microsoft Teams.

Vice Chair Ed Armstrong called the meeting to order. Ms. Amanda Rice, Assistant Executive Director, introduced the staff participating in the meeting.

The meeting was available for public attendance via Microsoft Teams. An attendance roster will be archived in the District's permanent records.

2. Public Comments

No public comments were received.

3. Approval of Minutes

A motion was made and seconded to approve the minutes from the June 7 meeting. The motion passed unanimously.

4. Discussion of Responses

Ms. Felicia Holmes, Procurement Services Office Chief, asked if the committee members had any feedback regarding the proposals received.

Board Member William Hogarth asked for clarification regarding the type of information the

committee is allowed to discuss. Ms. Holmes responded that staff are available to provide technical assistance but are unable to provide opinions. Ms. Mary Beth McNeil reminded the committee that evaluations must be provided independent of staff opinions, and she encouraged the committee members to ask questions.

5. Scoring and Ranking of Responses

Ms. Holmes provided a scoring summary of the proposals received resulting in the committee's overall ranking. Ms. McNeil stated that all five ranked proposals could be presented to the Governing Board (Board), but a shortlist recommendation of at least the three top-ranked proposals must be provided. Committee members discussed the information that helped them determine their rankings.

6. Determination of Shortlist

The committee agreed to shortlist the top three proposals for recommendation to the Board for negotiation. These were James Moore, Purvis Gray, and Maudlin & Jenkins.

7. Discussion of Negotiation Strategy

Ms. Holmes presented a pricing summary for the top three proposals. She outlined the negotiation process for the committee. Discussion ensued regarding the comparison of billable hours submitted by the top three candidates.

Vice Chair Armstrong asked if the proposals included a federal or state audit. A ten-minute recess was granted to allow Ms. Holmes to clarify with the shortlisted firms.

Ms. Holmes stated that James Moore responded that their submittal did not include a state or federal audit in their proposal. She stated that the Maudlin & Jenkins proposal did include one audit. Ms. Holmes confirmed that the submittal for Purvis Grey included both a state and federal audit in their proposal.

Ms. Holmes stated the committee's next step is to decide the method of negotiation and who will lead it.

Secretary Williamson suggested the committee ask for best and final offers. The committee agreed to recommend that negotiation method to the Governing Board. Ms. McNeil explained the process associated with recommending this alternate negotiation method. The committee agreed to recommend Ed Armstrong as the Governing Board's designee for negotiation.

8. Questions

No additional questions were presented.

The committee's recommendations will be presented at the July 26, 2022, Governing Board meeting.

9. Adjournment

The meeting adjourned at 1:18 p.m.