

## **CALLAWAY AUDIT COMMITTEE MEETING**

**March 13, 2013**

**TIME: 6:00 P.M.**

Prior to meeting being called to order, Chairman McKinney placed a conference call to Mr. Castor who is recovering from some medical issues. Mr. Castor had already received the meeting packet being discussed tonight.

Meeting was called to order by Chairperson McKinney at 6:00 P.M.

ROLL-CALL – PRESENT: Shelley McKinney, Commissioner Henderson, John L'Heureux, Doug Smith, Bill Castor (via telephone conference call)

ALSO PRESENT: City Manager Collins, Assistant to the City Manager Hirth

Chairman McKinney discussed two items that were on the agenda at the Regular Commission meeting on March 12, 2013. She explained about the error on Resolution 12-20 with regard to the primary function of the Audit Committee is selection of an auditor for the City. Due to this error and since the RFP process is behind schedule, she asked the Commission if they would like for the Audit Committee to begin the RFP process. It was agreed unanimously that the Audit Committee should begin the RFP.

### **APPROVAL OF MINUTES:**

Doug Smith moved to approve the Audit Committee meeting minutes of Feb 27, 2013. Bill Castor seconded the motion.

All ayes

### **BUSINESS ITEMS:**

#### **ITEM #1 DEVELOPMENT OF RFP FOR AUDITING SERVICES**

Chairman McKinney began the discussion for the 2013 RFP process by letting everyone know she would like to review every item on the 2010 RFP to determine if there were changes/additions/deletions. City Manager Collins assisted the Committee by providing valuable information throughout the revision process. The Committee proceeded through the RFP updating it with current information as well as additions and deletions of items. It was agreed that we will advertise the RFP on the website and in the News Herald. Ms. Hirth was directed to ask Finance Director Bennett if she is aware of any organizations we could use for advertising the RFP.

Chairman McKinney will be calling other cities to see if they will share their scoring sheets for auditing services. It was decided that everyone will send their scoring sheet criteria to Ms. Hirth. She will forward this information to Chairman McKinney who will then compile the criteria into one form. She will then return the form with everyone's input to Ms. Hirth who will then forward it to all members. The scoring instrument will be discussed at a future meeting.

Chairman McKinney asked Ms. Hirth to re-type the RFP with all revisions that were made tonight and forward it to the Committee for further review. After review, the RFP will be placed on the Commission agenda for approval.

There being no further business to discuss, the meeting was adjourned at 7:29 P.M.

  
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Sandra B. Hirth, Assistant to the City Manager