

CareerSource Tampa Bay Audit Meeting Minutes

Date: July 31, 2019
Location: Conference Call

Call to Order

Sophia West called the meeting to order at 3:34PM. There was a quorum present with the following Audit Committee members participating.

Members in attendance

Kenneth Jones, Commissioner Sandra Murman, Sophia West, with all members participating via phone.

Members not in attendance

None

Staff Present

John Flanagan, Anna Munro, and Sheila Doyle.

Guests

None

Public Comments

There were none

Welcome and Introductions

There was a brief introduction and move to discussion items.

The items are listed in the order of discussion.

Indicates Action Needed

Action/Discussion Items

▶ Action Item #1 February 28, 2019 Audit Committee Meeting Minutes

- A motion to approve the minutes of February 28, 2019 Committee Meeting.
- Motioned: Ken Jones
- Seconded: Commissioner Sandra Murman
- There was no further discussion. The motion carried.

▶ Action Item #1 June 26, 2019 Audit Committee Meeting Minutes

- A motion to approve the minutes of June 26, 2019 Committee Meeting.
- Motioned: Ken Jones
- Seconded: Commissioner Sandra Murman

There was no further discussion. The motion carried.

► **Action Item #3 Rebid RFP 19-0412**

- A motion to approve the rebid RFP 19-0412 with the following timeline:

Events	Date
Release date to potential bidders and posting to CareerSource Tampa Bay website	Thursday, 8/1/2019
Period for technical questions/inquiries	Five (5) business days: Fri., 8/2/19 – Thur., 8/8/19
Due date of Proposal	Tues.9/3/2019
Audit Committee review of proposals	Six (6) business days: Wed., 9/4/19 -Wed. 9/11/19
Audit Committee convene to select CPA firm	Thursday, 9/12/19
Audit Committee to present approval of CPA firm to the Board of Directors	Thursday, 9/19/19

- Motioned: Commissioner Sandra Murman
- Seconded: Ken Jones

- There was no further discussion. The motion carried.

Adjournment

The meeting was adjourned at 3:41 p.m.

Minutes prepared by: Tammy Stahlgren, Administrative Services Coordinator.