

CLAY COUNTY DEVELOPMENT AUTHORITY

AUDITOR SELECTION COMMITTEE

MINUTES

February 15, 2017

Present: Marge Hutton, Chip Dobson, Mike Davidson

Staff: Josh Cockrell, Taylor Mejia

Guest: Tim Coleman

Call to Order: **Marge Hutton** called the Clay County Development Authority (“CCDA”) Auditor Selection Committee Meeting to order at 3:06 PM.

Comments from the Public: None.

Auditor Selection Process:

Overview of Selection Process & Statutory Requirements – The committee reviewed the auditor selection process guidelines, statutory requirements, as well as the responsibilities of the committee. The committee discussed whether the current auditor would be excluded from the request for proposal process.

Draft RFP for Review & Approval – **Josh Cockrell** presented a draft RFP to the committee for review. The committee discussed firm requirements and factors that will be considered in the selection process. The committee continued to discuss the idea including a brief description of the size and scope of the organization as well as a link to the CCDA website so that potential firms can review previous audits completed for the CCDA. The committee agreed that the RFP should be open for 60 days. The committee agreed that bullet point 4 should read “three-year audit engagement beginning with fiscal year 2016-2017 and allowing for two additional renewals.”

Marge Hutton made a motion to accept the draft RFP as proposed with the additional changes. Motion seconded and passed unanimously.

After further discussion, **Marge Hutton** made a motion to amend the RFP with an additional request to include three references. Motion seconded and passed unanimously.

Draft Response Evaluation Matrix for Review & Approval – **Josh Cockrell** presented a draft response evaluation matrix to the committee for review. The committee discussed the

proposed point system for ranking prospective candidates as well as the criteria being used for evaluation.

Committee Comments: None.

Adjourned: 3:59 PM.