

MINUTES
FORT MYERS BEACH
AUDIT COMMITTEE
Mound House
451 Connecticut Street
Fort Myers Beach, FL 33931

Monday, December 11, 2023

I. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Town Clerk Baker.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Members present: Deborah Dutton, Michael Hauser, Jack Leson, Barbara Puffer (via ZOOM), Jeff Taylor and Marianne Sheely.

Excused: Bryan Thomas

Council Liaison: John King

Staff: Town Attorney Stuparich and Finance Director Joe Onzick.

MOTION: Audit Committee Member Hauser moved to allow Audit Committee Member Puffer to participate via ZOOM; seconded by Audit Committee Member Sheely.

VOTE: Motion passed unanimously.

IV. REORGANIZATION – Nominate Chair and Vice Chair

MOTION: Audit Committee Member Hauser moved to nominate Jeff Taylor as Chair, seconded by Audit Committee Member Leson.

VOTE: Motion passed unanimously.

MOTION: Audit Committee Member Hauser nominated ~~Jeff~~^{Jack} Leson as Vice Chair, seconded by Audit Committee Member Sheely.

VOTE: Motion passed unanimously.

V. APPROVAL OF MINUTES – September 12, 2022

MOTION: Audit Committee Member Dutton moved to approve the minutes; seconded by Audit Committee Member Hauser

VOTE: Motion passed unanimously.

VI. PUBLIC COMMENT – no public comment.

VII. ITEMS FOR DISCUSSION

-Sunshine Law Presentation by Town Attorney

Town Attorney Stuparich encouraged members to download the entire presentation from the website. She reviewed the Sunshine Laws, including open government, access to the public, public meetings, best practices, email correspondence and minutes. Town Clerk Baker explained how the meetings were noticed. Town Attorney Stuparich noted that staff members were allowed to talk amongst themselves but were not allowed to act as a conduit for any audit committee member, and audit committee members were required to send information to a staff member for distribution. She reviewed commenting on social media, public records, exemptions and penalties.

-Final Audit Results for Fiscal Year Ending September 30, 2022

Wade Sansbury from auditors Mauldin & Jenkins utilized PowerPoint for his presentation. Slides included Agenda; Mauldin & Jenkins, LLC; Independent Auditor's Report; Compliance Reports; General Information About the AFR; General Fund Information; Enterprise Fund Information and Town Statistics. Mr. Sansbury recommended that all members read the Auditor Discussion and Analysis (ADA) for further information. Audit Committee Member Puffer questioned whether the Audit Committee should recommend that the Town Council investigate implementing a protected record storage system before the next weather emergency. Mr. Sansbury replied that they had issues locating a couple of pieces of information, but they were able to retrieve the data from another source. Director Onzick added that the department needed to keep up with scanning documents. He agreed that a more sophisticated system would help organize the data, but the staff was doing their best.

MOTION: Audit Committee Member Puffer moved to recommend that the Town investigate and implement a financial system that includes record storage that will remain protected in the event of a natural disaster; seconded by Audit Committee Member Dutton.

VOTE: Motion passed unanimously.

Audit Committee Member Puffer referred to page 21 and suggested that the newsletters be forwarded to the committee.

-Selection of Auditors for Fiscal Year Ending September 30, 2023

MOTION: Audit Committee Member Hauser moved to retain the same auditors for next year; seconded by Audit Committee Member Sheely.

VOTE: Motion passed unanimously.

-Finance Director Report

Director Onzick provided a written report and reviewed highlights. He noted that the FY24 budget was included in the back of their binders and summarized where the Town stood cash-wise.

Director Onzick stated that payroll processing, customer service, and utility billing will transition to the finance department once it is fully staffed. He noted there was one vacancy and an offer was extended. Paychex processed payroll, but HR converted to Isolved a few

weeks ago. He indicated that the audit committee needed to review the financial policy and procedures.

Director Onzick noted that the existing accounting system was designed for non-profits and it was difficult to pull information out for reporting. A new system would be more user-friendly, intuitive and easier to pull data out. Audit Committee Member Hauser offered his assistance regarding information on new accounting software.

Chair Taylor received clarification on when the previous weaknesses were resolved. Director Onzick estimated that the revenues would take the Town several years to get back on track, but he was optimistic. He will focus on managing cash flow in the next few weeks and described developing a portfolio management process. He stated that funds to remove derelict buildings were not in the budget. Town Attorney Stuparich elaborated on the abatement process.

MOTION: Audit Committee Member Puffer moved to approve the audit results for FY2022, seconded by Audit Committee Member Leson.

VOTE: Motion passed unanimously.

VIII. MEMBER ITEMS AND REPORTS – no items.

IX. NEXT MEETING – January 8, 2024

X. ADJOURNMENT

MOTION: Audit Committee Member Leson moved to adjourn; seconded by Audit Committee Member Hauser.

VOTE: Motion passed unanimously.

Adopted 1-29-2024 with/without changes. Motion by Barbara Puffer
(DATE)

Vote: UNANIMOUS Signature: [Handwritten Signature]

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