

MINUTES
FORT MYERS BEACH
AUDIT COMMITTEE
Bay Oaks Recreation Center
2731 Oak Street
Fort Myers Beach, FL 33931
Monday, January 29, 2024

I. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Chair Taylor.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Members present: Deborah Dutton, Michael Hauser, Jack Leson, Barbara Puffer, Marianne Sheely, Jeff Taylor and Bryan Thomas.

Council Liaison: John King

Staff: Finance Director Joe Onzick

IV. APPROVAL OF MINUTES – December 11, 2023

Correction: Audit Committee Member Hauser nominated ~~Jeff~~ Jack Leson as Vice Chair, seconded by Audit Committee Member Sheely.

MOTION: Audit Committee Member Dutton moved to approve the minutes as amended; seconded by Audit Committee Member Thomas.

VOTE: The motion passed unanimously.

V. PUBLIC COMMENT – no public comment.

VI. ITEMS FOR DISCUSSION

- Finance Director Report

Director Onzick stated that the town council accepted the FY2022 audit report, the recommendation to pursue investigating a new ERP system and to retain Mauldin & Jenkins for FY2023. Mauldin & Jenkins will tentatively begin fieldwork in April, with completion by June 30, 2024. The finance department was working with Tidal Basin, state representatives, and Federal Emergency Management Agency (FEMA) consultants to help compile proper documentation. He discussed emergency procurement criteria surrounding the temporary Town Hall and restoring Bay Oaks.

Director Onzick listed projects identified by FEMA and described how they determined the reimbursement amount. He reported that the Town received almost \$23.5 million and emergency expenditures totaled \$23 million. He stated that the insurance company paid out; however, there might be damages that were missed, as identified by the insurance adjuster. He noted that FEMA reimbursement would be reduced by the amount received by insurance. He reviewed available funding sources.

Director Onzick indicated that two new people would join the finance department to help with documentation and creating a centralized grant administration. He noted that new software for utilities billing was being tested.

- Criteria for new “ERP” system

Director Onzick provided a list of criteria for a new system and Chair Taylor added five more. Director Onzick described the Request for Proposal (RFP) process for new software and indicated that this list was a good foundation for the RFP.

- Town Council’s Comment: “Utilizing the Audit Committee More”

Chair Taylor asked what they should be doing and what Director Onzick needed them to do. Audit Committee Member Dutton suggested updating the charter and Chair Taylor agreed. Director Onzick noted the ordinance included a phrase stating that the Town was looking for people with a background in financial management to advise the Town Council. Discussion was held concerning obtaining additional temporary help for the finance department.

Chair Taylor suggested adding cash forecasting, ongoing concern basis and expenditures versus revenue to the finance report. Audit Committee Member Thomas suggested that a report encompassing 12 months with cash versus expenditures before Ian would be helpful. Director Onzick noted he would provide a 12-month report.

Chair Taylor brought up risk management issues, the FEMA audit and the Town’s potential liability regarding lawsuits. Director Onzick replied that the auditors did that as part of the audit.

Audit Committee Member Puffer suggested that Director Onzick tell the Audit Committee what he needed from them. Director Onzick replied that he appreciated their suggestions. Audit Committee Member Dutton stated that the Town Attorney should discuss risk issues with Director Onzick. He responded that the Town Manager and Town Attorney worked together, and significant issues were passed down to him through the Town Manager.

Liaison King stated that if the director and committee needed more, they should come before the council and ask for whatever they needed.

VII. MEMBER ITEMS AND REPORTS – no items

VIII. NEXT MEETING – March 15, 2024

IX. ADJOURNMENT

MOTION: Audit Committee Member Thomas moved to adjourn; seconded by Audit Committee Member Puffer.

VOTE: The motion passed unanimously.

Adopted 3/15/24 with/without changes. Motion by Mike Hauser, 2nd by Bryan Thomas
(DATE)

Vote: 6-0 Signature: Jack Larson

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