

# TOWN OF PALM BEACH

Information for Town Council Meeting on: February 11, 2020

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To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Jane Le Clainche, Director of Finance

Re: Approval of the Selection Committee Members for Audit Services

Date: January 31, 2020

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## **STAFF RECOMMENDATION**

Staff recommends that the Town Council approve the Auditor Selection Committee Members identified below.

## **GENERAL INFORMATION**

The current contract for audit services which was awarded in 2015 to Nolen Holt and Miner, P.A., will expire after the conclusion of the FY19 audit. Staff will be issuing an RFP for audit services with the contract award expected in July for the FY20 – FY24 audits.

Auditor Selection Guidelines are established by the State of Florida, and should be comprised of members with a basic understanding of government financial reporting, auditing, and internal control. The selection committee should not contain members of the Town Finance Department or Town staff. The Finance Director should act only in an advisory role, and not vote in the selection of the auditor.

The rules require that one member of the Town Council must serve and chair the committee. We recommend Town Council President and Chairman of the Finance and Taxation Committee, Danielle H. Moore, serve in this capacity and we recommend the following individuals who have been contacted and are willing to serve on this committee:

Mr. Richard Rampell, CPA, Principal at MBAF, and Resident

Ms. Carla Cove, Retired Banking Executive and Resident

Mr. Mark Parks, CPA, MBA, CPPT and Chief Financial Officer at the City of West Palm Beach

Mr. Michael Ventura, CGFO, Deputy Town Manager/Finance Director Town of Jupiter Island

The selection committee will meet to review the RFP and the proposals, interview the finalists and make a recommendation for a contract award to the Town Council. There will be the need for three meetings which are expected to occur between April and June 2020.

## **PURCHASING CONCURRENCE**

Purchasing has reviewed and is in concurrence with the recommendation to comply with state requirements for solicitations related to Audit Services.

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Cc: Dean Mealy, Purchasing Manager