

## Audit Committee Meeting Minutes

### Florida Keys Mosquito Control District

Marathon Office  
503 107<sup>th</sup> Street  
Marathon, FL 33050

**January 28, 2020 10:00 am**

The Board of Commissioners of the Florida Keys Mosquito Control District held an Audit Committee Meeting on January 28, 2020.

**Present Were:** Jill Cranney-Gage, Chairman; Phillip Goodman, Commissioner; Brandon Pinder, Commissioner; Tom McDonald, Commissioner; Dr. Stan Zuba, Commissioner; Andrea Leal, Executive Director; Gaelan Jones, Board Attorney.

**Employees Present Were:** Bruce Holden, Finance Director; Chad Huff, PEIO; Chrissy Bloxom, Executive Assistant; Mikki Coss, Operations Director; Tony Nunez, IT Specialist; Josh Clemente, Network Coordinator

**Invited Guests Present:** Jim Hill, Oropeza & Parks, on the phone

**Community Input:** None

**Approval of Agenda:** A motion was made by Commissioner McDonald, seconded by Commissioner Pinder and passed unanimously.

**Election of 2020 Officers:** Commissioner McDonald nominated Chairman Cranney-Gage as Board Chair, Commissioner Goodman seconded the nomination. There were no further nominations; Chairman Cranney-Gage moved that nominations be closed. After a roll call, it was unanimously approved.

#### **Items for Board Discussion:**

**6a.) Update on the 2019 Audit Process** – Jim Hill, Oropeza & Parks, requested for Chairman Cranney-Gage to update the committee on the various items still needed to complete the audit process. Bruce Holden, gave an update on the Actuarial Report. Mr. Holden agreed to forward the needed the items to Oropeza & Parks. Chairman Cranney-Gage would like to submit the completed 2019 audit in March; if not, it will be submitted in April. The next Audit Committee Meeting will be held in February.

#### **Good of the Order:**

- Bruce Holden mentioned that the field testing of payroll and the accounts payable was completed.
- Chairman Goodman inquired about the Audit Committee meeting schedule.

There being no further business to come before the Committee, *it was approved unanimously* to adjourn the meeting.

*Respectfully submitted,*

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*Andrea Leal*  
*Executive Director*

*Board of Commissioners*  
*Florida Keys Mosquito Control District*

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*Jill Cranney-Gage, Chairman*

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*Brandon Pinder, Secretary-Treasurer*

*For additional information please refer to [www.keysmosquito.org](http://www.keysmosquito.org).*