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Minutes: Auditor Selection Committee  
Tuesday, March 2, 2021  
The Frank T. Bruno, Jr. County Council Chambers, Room 204  
Thomas C. Kelly Administration Center  
123 West Indiana Avenue, DeLand, FL 32720

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The Auditor Selection Committee Meeting was called to order at 8:30 am this 2<sup>nd</sup> day of March, 2021. Deputy Clerk, Karissa Green performed roll call; all committee members were in attendance as follows:

- ✓ Larry Bartlett, Property Appraiser, Committee Chair
- ✓ Lisa Lewis, Supervisor of Elections, Committee Vice Chair
- ✓ Michael J. Chitwood, Sheriff
- ✓ Laura E. Roth, Clerk of the Circuit Court
- ✓ Will Roberts, Tax Collector
- ✓ Jeff Brower, County Chair
- ✓ Ben F. Johnson, At-Large
- ✓ Barbara E. Girtman, District 1
- ✓ Billie Wheeler, Council Vice Chair, District 2
- ✓ Danny Robins, District 3
- ✓ Heather Post, District 4
- ✓ Dr. Fred Lowry, District 5

The next order of business was Item 2. Public Participation. There was no participation.

The next order of business was Item 3. Approval of the Auditor Selection Committee Meeting Minutes from February 16, 2021. A motion made by Heather Post and seconded by Dr. Fred Lowry approved the minutes. Following, Lisa Lewis specified a correction of the minutes on page 2. A motion made by Fred Lowry and seconded by Heather Post approved the minutes to include the correction. The motion was carried unanimously.

The next order of business was Item 4. Discussion and Changes to the draft Request for Proposal. Will Roberts requested consistency and provided two examples for correction:

1. Formatted dates: January 31<sup>st</sup> to reflect January 31.
2. Change in fiscal years to reflect 5 years versus 3 years (page 41)

Chair Bartlett asked staff if there was any question or concern regarding the

recommendations noted above. Ryan Ossowski acknowledged there were not any questions. Chair Bartlett indicated he called the previous day with a scrivener's error, in addition to Mr. Roberts recommended corrections, which would be taken care of.

Member Laura Roth inquired about RFP Section 3.35, Limitations of Liability on page 51. Attorney Laura Coleman responded with the RFP definition of County; elected officials were covered, for clarity, she would also include the offices as well.

The next order of business was Item 5. Approval for Purchasing Director to make scrivener's corrections to and release the RFP. A motion made by Lisa Lewis and seconded by Laura Roth approved the corrections and release of the RFP. The motion was carried unanimously.

Chairman Larry Bartlett asked for a motion to adjourn. A motion made by Heather Post and seconded by Lisa Lewis adjourned the Auditor Selection Committee Meeting at approximately 8:37 a.m., this 2<sup>nd</sup> day of March, 2021.