

**Metro Emergency Operations Center  
Finance Committee  
April 11, 2023 – 11:00am  
Minutes**

**Present:** Chad Jones for Mayor Amy Goodwin  
Chuck Boggs  
Derek Johnson  
Chief Joe Crawford for Sheriff Mike Rutherford  
Chief Virgil White for Mayor Frank Mullens

**Staff:** Director John Rutherford (via phone)  
Dep. Director Rick McElhaney  
Dep. Director Russell Emrick  
Haleigh Lilly  
Lisa Moore

**Guests:** Trevor Smith

**Call to Order**

Rick McElhaney called the meeting to order at 11:00.

**Roll Call**

Roll call was noted.

**Discussion and Scoring of FY23-25 Audit Proposals – Haleigh Lilly**

- Rick McElhaney – Director Rutherford is on vacation but has joined the meeting via phone. Lindsay White is out on maternity leave, so the audit proposals will be covered by Haleigh Moses.
- Haleigh Lilly – Metro received proposals from two accounting firms – Suttle & Stalnaker and Brown Edwards. Proposals will be scored based on criteria set forth by the WV State Auditor’s Office. The proposals will be scored and the winner will be recommended to the Finance & Executive Board for the next auditing contract.

- **Suttle & Stalnaker Proposal – Haleigh Moses**  
\$75,000 total cost for 3-year contract for annual auditing services.

Detailed scoring by Finance Committee –

- Responsiveness of the Proposal – 15/15
- Understanding of the Audit to be Conducted – 24/24
- Technical Experience – 27/34
- Cost Criteria – 11
- Grand Total – 77

- **Brown Edwards – Haleigh Moses**  
\$94,180 total cost for 3-year contract for annual auditing services.

Detailed scoring by Finance Committee –

- Responsiveness of the Proposal – 15/15
- Understanding of the Audit to be Conducted – 22/24
- Technical Experience – 28/34

- Cost Criteria – 9
- Grand Total – 74

Suttle & Stalnaker scored higher and is therefor the winner. Finance Committee asked to weigh in with any preference that would be factored into the scoring.

- Director Rutherford - Both firms have done satisfactory work for Metro in the past.
- Chuck Boggs – Would like to add Entity Preference points to Suttle & Stalnaker. He was impressed with their proposal and high degree of professionalism. Other Finance Committee members concur and after discussion, the Committee adds 1 additional point to Suttle & Stalnaker, mostly for attractive pricing.
- Final Scores now 78/103 for Suttle & Stalnaker, 74/103 for Brown Edwards.

Motion made to recommend approval of audit contract for FY23-25 to the Executive Board.

Motion: Chuck Boggs

Second: Derek Johnson

The motion carried unanimously.

- Haleigh Lilly – Will collect signatures and send copies of scoring sheets to WV State Auditor’s Office, as required.
- Chuck Boggs – Asked if these prices have gone up significantly compared to previous 3-year auditing proposals. Director Rutherford stated that they have, mostly due to new federal accounting standards and how that impacts auditing. We only required the work needed, but there is more work required than in years past. Mr. Boggs took note of cost difference between proposals.

**Old Business**

**New Business**

**Public Comment**

**Announcements**

**Adjournment**

Motion made to adjourn.

Motion: Derek Johnson

Second: Chief Virgil White

Meeting adjourned at 11:23.

Respectfully Submitted,

