



City of Doral Citizens Audit Advisory Board Meeting Minutes

Wednesday, November 1, 2023

6:00 p.m.

Doral Government Center
1st Floor Multipurpose Room
8401 NW 53rd Terrace
Doral, FL 33166

1. Call to Order

Meeting was called to order at 6:08 p.m.

2. Roll Call of Board Members

M. Anton (Manny) Torres, Chair	Present
Alberto Ibarra, Vice Chair	Present
Marsha Bourjolly, Secretary	Present
Yesit Campo, Board Member	Present
Ithamar Urdaneta, Board Member	Present
Gioelid Nucette, Alternate Member	Absent

Also present were:

-Solangel Perez, Director of Finance, City of Doral

3. Pledge of Allegiance

4. Public Comments - None

5. Approval of Minutes

Motion to approve the November 1st, 2023 meeting minutes made by board member Manny Torres and seconded by board member Alberto Ibarra. All in favor, motion passes.

6. Discussion Items

a. Appreciation to the Finance Department

- Solangel is the new Director of Finance (Fernando Casamayor is the Assistant City Manager/CFO).
- Motion to have 3 awards (Mayor Fraga, Sol and Fernando) made by board member Manny Torres, and seconded by Alberto Ibarra.
- Cap is under \$99 (to make sure it's \$90 + tax and split \$30 for each award).
- Ithamar presented the awards designs (there are 2 choices).
- Sponsor – Manny suggested Stephen Musolino (owner of Casa Linda) – he would like a digital flyer sent to him to include in City of Doral website for award presentation early next year.
- Next meeting originally planned for January 3rd, however motion to make a date change to January 9th is preferable and will have Connie make an update.
- Manny to ask for a “special meeting” prior to March (date of February 7th), as practice for the presentation. In addition, he will provide a list of 10 topics and each person will have a total of 2 minutes to speak on that topic.
- Sol will ask Connie about access to the minutes from previous meeting (August 28th).
- Contact Maggie Santos in reference to how to go about creating a digital file for the sponsors to promote on social media or the City's website.
- Manny to ask a few other business owners to donate (cap is \$90).
- Next meeting will be on January 9th, and a special meeting on February 7th to practice; Award presentation will be in March/April (note: deadline for March Council Meetings agenda items is 1 month prior).

7. Open Discussion

- a. Alberto mentioned assisting with audits; ensuring things are done the right way, seeing how a process was completed and if in compliance. Perhaps there are processes/areas we (CAAB) can assist with.
- b. The IT department and Fernando will have training on processes - park rental innovation academy.
- c. Implementation of a purchasing card
 - a. Manny proposed to look at parameters used by the City for Amex card for our knowledge and see the differences, the advantages, and perform our own evaluation if those advantages work, or if there are disadvantages.
 - b. Sol indicated being in the beginning stages of using a “P-Card”. She noted, *“as soon as we see what our vision is for the P-Card, it will be shared with the Board”*.
 - c. Manny referenced we can do research on our end.
 - d. Manny will meet with the new IT Director.
 - e. Ithamar mentioned using the Parks and their system is updated.

8. Discussion of Next Meeting Agenda Items

- a. Awards capped at \$90 total.
- b. List of 10 topics/different points from Andrew’s audit meeting – talk about 1 or 2 topics.
- c. Board members to practice on presentation.
- d. Marsha to ask Connie/Sol for a Special meeting in February (1st Wednesday February 7th) – this will be to prepare.
- e. Sol to meet with Parks Director – how to plan on moving forward with money allocated to the IT department and having questions for the IT department.

9. Next Meeting: January 9th, 2024 at 6:00 p.m.

10. Adjournment - Meeting adjourned at 7:13 p.m.

Respectfully submitted,

Marsha Bourjolly

Marsha Bourjolly, Secretary

Motion to approve the minutes of the November 1st, 2023 Citizens Audit Advisory Board Meeting made by Board Member _____ and seconded by Board Member _____.

- M. Anton (Manny) Torres, Chair
- Alberto Ibarra, Vice Chair
- Marsha Bourjolly, Secretary
- Yesit Campo, Board Member
- Ithamar Urdaneta, Board Member
- Gioelid Nucette, Board Member

OT ✓
 UB ✓
 YJC ✓
 I ✓
 G ✓

APPROVED and ADOPTED this 9th day of January 2024.

 Manuel Torres, Chair