



DeKalb County Audit Oversight Committee

M E E T I N G M I N U T E S

July 8, 2016 ■ 12:00 PM
330 West Ponce DeLeon Avenue
First Floor Conference Room
Decatur, Georgia 30030



Committee Attendees:

Harold Smith, Jr. – Chairperson
Gena Major – Vice Chairperson
Monica Miles
Harmel D. Codi
Belinda Pedroso

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

The meeting was called to order at 12:13 P.M. by chair person Harold Smith. All five (5) committee members were present.

II. Welcome and Introduction of Committee Members

The chairperson welcomed and thanked the committee members for their attendance

III. Adoption of Agenda

Ms. Monica Miles moved to adopt the agenda dated July 8, 2016 which was seconded by Gena Major. The agenda was adopted by unanimous vote

IV. Opening Statement

The Chairperson expressed the importance of this meeting being at the threshold of what we as a committee were established by State Law to do; that being to select 2 to 3 candidates for presenting the Board of commissioners for their actions to select a final Chief Audit Executive. He also expressed the importance of the need for securing the confidentiality of the candidates and the interview questions to assure nothing is compromised during this critical process which starts on Monday July 11, 2016. He exclaimed that an executive session was necessary to secure the personal nature of the process

V. Public Comment Guidelines

No public attendees

VI. Public Comments

(15 minutes: 2 minutes per person)
N/A

VII. Acceptance of June 24, 2016 Meeting Minutes

The chair expressed that advanced minutes were issued and asked if there were any additions or corrections made at this time. There were no responses and the June 24, 2016 meeting minutes were accepted as issued.

VIII. Legal Counsel June 2016 Invoice

The chairperson expressed an unreadiness to accept the invoice at the time since not having had an opportunity to examine the details. It was then determined that after further review the chair would re-introduce the invoice to the committee for acceptance at the next available time which could be before the next regular meeting.

IX. Unfinished Business:

Reports

1. Legal Counsel to provide status:

- **Liability Insurance** – Legal counsel expressed having conference call with the broker to discuss the questions that the committee had relative to coverage limits and coverage for for the total five (5) member committee. Legal counsel provided copies of HB599 and the Attorney General's opinion on the Codi issue. The broker expressed that it was conceivable with that revelation of additional information that all members would probably be covered, and that they would advise. It was also revealed that coverage would include a basic 2 million in coverage inclusive of a side car expense tower of 1 million used for legal and related expense, and another million for claims or damages with a \$5K deductible. Legal counsel will advise of the outcome of coverages with that broker of Western World Insurance group.

- #### **2. Professional Pool Concept for Legal and other services: under development:** Monica Miles advised that the concept has been presented, and that she would like to find out who the contact was for DeKalb who would have a template for their procedures as a boiler plate to develop our procedures. The Chair advised that Zack Williams, the COO would be a suitable contact and that he would provide a direction to Ms. Miles. The chair advised that he would provide Ms. Miles with that contact information.

3. Milestones – Timeline

The chair advised that we are currently on schedule with established timelines at this time.

X. Executive Session: To Discuss Details of Interview Questions, Candidate Interview Schedules and Associated Protocols

The chair moved to go into executive session which was seconded by Gena Major. All committee members individually by name, verbally expressed their agreement to go into executive session. Upon exiting the executive session, going into the regular meeting the chair proceeded to item XI on the agenda.

XI. Legal Counsel: Required Meeting Protocols for entering Executive Session for the Interview Sessions

1. Other Business Discussion – The committee went over to conference room B to observe the logistical aspects of the use of that conference room for Monday’s interview sessions. No additional business of consequence was discussed.

2. Next Business Meeting Date: It was decided that the next regular business meeting beyond the interview sessions of July 11 and 22 would be held on July 29, 2016.

XII. Business Meeting Adjournment: The meeting was adjourned at 2:16 PM.



**AFFIDAVIT REGARDING A CLOSED MEETING OF THE DEKALB AUDIT
OVERSIGHT COMMITTEE AS REQUIRED BY O.C.G.A. § 50-14-4(b)**


Personally appeared before me, the undersigned officer, duly authorized to administer oaths, **Harold Smith, Jr.**, a member of the DeKalb Audit Oversight Committee of DeKalb County, Georgia, who, after being duly sworn, deposes and states under oath as follows:

- 1) I was Chairperson or presiding officer during a closed session of the DeKalb Audit Oversight Committee held on the 8th day of July, 2016.
- 2) This closed session of the DeKalb Audit Oversight Committee was closed for the purpose of discussing:

Personnel Matters, specifically to discuss details of interview questions, candidate interview schedules and associated protocols, and associated issues

- 3) This closed session was devoted to the discussion of the matter or matters set forth in Paragraph 2. Each matter falls into one of the exceptions allowing closed meetings pursuant to O.C.G.A. § 50-14-2 and O.C.G.A. § 50-14-3.
- 4) This Affidavit is being executed for the purpose of complying with State law which requires that such an affidavit be executed following each closed session of the Committee.


Further Affiant Sayeth Not.



Chairperson/Presiding Officer

Sworn to and subscribed before me

This 8th day of July, 2016.



Notary Public

My Commission Expires:

