



DeKalb County Audit Oversight Committee

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

September 9, 2016 ■ 12:00 PM

330 West Ponce DeLeon Avenue

First Floor Conference Room

Decatur, Georgia 30030



Committee Members

Belinda Pedroso

Gena Major

Harold Smith, Jr.

Monica Miles (by telephone, as authorized by O.C.G.A. §50-14-1(g))

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Harold Smith, Jr. called the meeting to order at approximately 12:09 PM.

II. Adoption of Agenda

Belinda Pedroso moved to adopt the proposed agenda, and Gena Major seconded the motion. The agenda was adopted by the unanimous vote of Gena Major, Belinda Pedroso, Monica Miles, and Harold Smith.

III. Opening Statement

Chairperson Harold Smith, Jr. welcomed everybody back and offered congratulations to the Committee members for their support in getting Mr. John Greene into the Chief Audit Executive position. This was one of the major things the Committee was supposed to do pursuant to House Bill 599. He further noted that this is the thirteenth official meeting of the Audit Oversight Committee.

IV. Guidelines for Public Comments.

Legal Counsel Mary Carole Cooney read aloud the guidelines for making and receiving comments from the public.

V. Public Comments

Mr. Stephen Binney told the Committee that he is glad that the selection of a Chief Audit Executive has been completed with no delay, and spoke of how much a Chief Audit Executive is needed in DeKalb County. He noted that just a week or so ago, the County's regular audit revealed that the County was unable to account for approximately \$5 million in public funds, although the amount of the discrepancy has apparently been reduced to \$3 million as of today. That shows how important the work of the Committee is.

VI. Acceptance of August 5, 2016 Meeting Minutes

The August 5, 2016 minutes were presented for the Committee's consideration, and no corrections or additions being offered, the minutes were accepted as presented.

VII. Acceptance of Legal Counsel's August, 2016 Invoice

Legal Counsel's invoice for services rendered in August, 2016 was presented to the Committee. Vice-Chairperson Gena Major made a motion to approve legal counsel's invoice, and Belinda Pedroso seconded the motion. All attendees present (Gena Major, Belinda Pedroso, Monica Miles, and Harold Smith) unanimously approved Legal Counsel's invoice .

VIII. Executive Session.

Vice-Chairperson Gena Major moved to go into executive session for the purpose of discussing personnel matters, specifically the employment agreement with the Chief Audit Executive, and the protocols for communicating employment-related business. This motion was seconded by Belinda Pedroso and approved unanimously by those Committee members present, Gena Major, Belinda Pedroso, Monica Miles, and Harold Smith, Jr.

IX. Conclusion of Executive Session

The executive session concluded at 1:58 PM by Belinda Pedroso's motion to resume the regular session, which was seconded by Gena Major. Belinda Pedroso, Monica Miles, Gena Major and Harold Smith, Jr. voted in favor of the motion.

X. Office of Independent Internal Audit (OIIA) Budget for 2017

Chairperson Smith reported on his discussion with Deputy Chief Financial Officer J. Jay Vinicki of the 2017 budget for the Office of Independent Internal Audit. Mr. Vinicki will formulate a basis for the Committee, along with other independent groups, to receive budget training.

XI. Logistics for Physical Location of the OIIA

Chairperson Smith reported on his discussion with Deputy Chief Financial Officer J. Jay Vinicki concerning the logistics for providing a physical location for the Office of Independent Internal Audit. Space may be available in the Manual Maloof Building. Vice-Chairperson Gena Major emphasized that space is also required for the Audit Oversight Committee and its Chairperson.

XII. Unfinished Business

1. Chairperson Smith reported that he has scheduled a meeting with Barry Puckett, Deputy Director of Infrastructure for the Department for Innovation and Technology, for guidance on what resources the County can make available for Records Management and Open Records requests management.
2. Legal counsel obtained the consensus of the Committee as to the remaining information needed to be conveyed to the insurance brokers to process the application for Liability Insurance for the Committee.

XIII. Further Business

- Chairperson Smith proposed for the Committee's consideration that the Committee's regular business meetings for the remainder of this calendar year be scheduled for September 23, October 7, October 21, November 4, November 18, December 2, and December 16, all at 12 PM.
- Vice-Chairperson Gena Major commended Chairperson Smith for his considerable work behind the scenes, as well as leadership, to get the Chief Audit Executive confirmed, and asked that the Committee recognize him for his efforts.

XIV. Meeting Adjournment

The regular business meeting concluded at 2:12 PM, with the unanimous consent of all Committee members present.

**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 **9th** day of **September**, 2016.
- 2) This closed session of the DeKalb Audit Oversight Committee was closed for the purpose of discussing:

Personnel Matters, specifically issues related
to the recent hiring of a Chief Audit Executive

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- 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 9th day of September, 2016.



Notary Public
My Commission Expires

