



DeKalb County Audit Oversight Committee

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

September 23, 2016 ■ 12:00 PM

330 West Ponce DeLeon Avenue

First Floor Conference Room

Decatur, Georgia 30030



Committee Members

Harmel Codi

Gena Major

Harold Smith, Jr.

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Harold Smith, Jr. called the meeting to order at approximately 12:22 PM.

II. Opening Statement

Chairperson Harold Smith, Jr. thanked members of the public for their presence and also thanked the Committee members present. This is the Committee's fourteenth official meeting of 2016. He thanked the Committee for their diligence in pursuing the task of getting the Chief Audit Executive hired. Mr. John Greene's first day will be on September 26, 2016. We exceeded our target dates for accomplishing this. He also thanked the Human Resources and IT Departments for their assistance.

III. Adoption of Agenda

Harmel Codi moved to adopt the proposed agenda, and Gena Major seconded the motion. The agenda was adopted by the unanimous vote of Gena Major, Harmel Codi and Harold Smith, Jr.

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 asked that the executive session be moved to the end of the meeting. Mr. Neal Davies identified himself as an aggrieved citizen who wants a timetable for an audit of the Department of Watershed Management. Hundreds of citizens want a third-party audit of the Department, and the results of the audit to be implemented by the County.

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

Chairperson Smith reported on his attendance at a budget training meeting and his additional discussions with Deputy Chief Financial Officer J. Jay Vinicki to establish the 2017 budget for the Office of Independent Internal Audit. Mr. Vinicki stated his willingness to meet one-on-one with Committee, but the information the Committee previously provided was sufficient for the Finance Department to work with, and it appears that we are on track to obtain the \$1.850 million amount in funding requested.

VII. Logistics for Physical Location of the OIIA

Chairperson Smith reported on progress in obtaining a physical location for the Office of Independent Internal Audit. Temporary space has been provided on the sixth floor of the Manuel Maloof Building. Permanent space will probably be located on the third floor of the same building, including some space for the Committee.

VIII. Unfinished Business

1. Legal counsel obtained the approval of the Committee for binding Liability Insurance coverage for the Committee.
2. Chairperson Smith reported on his meeting with John Matelski, Michelle Vernon and Barry Puckett, from the Department for Innovation and Technology. That Department is willing to provide data management services or to assist in dealing with an outside vendor. Chairperson Smith will talk with John Greene and see what he thinks about these options.
3. The Committee looked at business card formats for the Committee's and the Department's use.

IX. Other Business

- The drafted press release was distributed to all persons present.
- The next meeting of the Committee is scheduled for October 7.

X. Acceptance of September 9, 2016 Meeting Minutes

The minutes of the September 9 regular and executive session meetings were presented for the Committee's consideration, and no corrections or additions being offered, the minutes were accepted as presented.

XI. Executive Session.

Chairperson Harold Smith moved at 12:51 p.m. to go into executive session for the purpose of finalizing the employment agreement with the Chief Audit Executive, and the protocols for communicating employment-related business. This motion was seconded by Vice-Chairperson

Gena Major, and adopted unanimously by those Committee members present, Gena Major, Harmel Codi, and Harold Smith, Jr.

XII. Conclusion of Executive Session

The executive session concluded at 1:41 p.m. by Harold Smith's motion to resume the regular session, which was seconded by Gena Major. Harmel Codi, Gena Major and Harold Smith, Jr. voted in favor of the motion.

XIII. Meeting Adjournment

The regular business meeting concluded at 1:42 p.m., 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)**

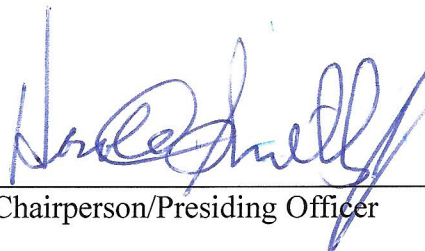
Personally appeared before me, the undersigned officer, duly authorized to administer oaths, **Harold Smith, Jr.** a member of the DeKalb Audit Oversight Committee of DeKalb County, Georgia, who, after being duly sworn, deposes and states under oath as follows:

- 1) I was Chairperson or presiding officer during a closed session of the DeKalb Audit Oversight Committee held on the **23rd** 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 employment agreement with the Chief Audit Executive, protocols for communicating employment-related business, and approval of press release concerning Chief Audit Executive

- 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 23rd day of September, 2016.



Notary Public
My Commission Expires _____

