



DeKalb County Audit Oversight Committee

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

November 18, 2016 ■ 12:00 PM

330 West Ponce De Leon Avenue

First Floor Conference Room

Decatur, Georgia 30030



Committee Members

Harmel Codi

Gena Major

Monica Miles

Harold Smith, Jr.

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Harold Smith, Jr. called the meeting to order at approximately 12:15 PM.

II. Adoption of the Agenda

The proposed agenda was adopted as presented by the unanimous vote of Harmel Codi, Gena Major, Monica Miles, and Harold Smith, Jr.

III. Opening Statement

Chairperson Harold Smith, Jr. noted that today's meeting is the sixteenth official meeting of the Audit Oversight Committee in 2016, and that it was exactly one year ago that the Committee initially convened.

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 commented only that, next week being Thanksgiving, he would spare the Committee from his comments today.

VI. Acceptance of October 7, 2016 Meeting Minutes

The minutes of the October 7, 2016 meeting were accepted as presented by unanimous vote of those present.

VII. Acceptance of Legal Services Billing for October, 2016

Legal Counsel's invoice for services rendered in October, 2016 was presented to the Committee. Ms. Monica Miles made a motion to approve Legal Counsel's invoice, and Ms. Harmel Codi seconded the motion. All attendees present (Harmel Codi, Gena Major, Monica Miles, and Harold Smith) unanimously approved Legal Counsel's invoice.

IX Office of Independent Internal Audit Update

1. John Greene reported that since the Committee's last meeting, he has attended many BOC meetings, and advocated for the Office's work and operations.
2. Mr. Greene has worked on a manual of procedures.
3. The position of administrative assistance has been advertised. No other staff person has yet been hired.
4. The Office will be moving soon to the third floor.

X. AOC Bylaws Revision

The Committee reviewed a proposed Article V addition to the Bylaws. Ms. Harmel Codi proposed adding the words "and/or conduct" to the first sentence of Section 3, and further proposed inserting the words "notice and" preceding "a fair opportunity" in the third sentence of Section 3. Following acceptance of these revisions, Vice Chairperson Gena Major moved, and Ms. Monica Miles seconded, the adoption of the amendment of the AOC Bylaws to move material from Article 4 and incorporate it into Article V, section 1, and to add the following Article V to the Bylaws:

Article V. Governance and Internal Procedures

Section 1. Purpose of Bylaws

The purpose of these Bylaws is to preserve and sustain the integrity and public persona of the Committee in its oversight role in assuring that high ethical standards prevail in the spirit of 2015 Ga. Laws 3826, designated as House Bill 599, and in assuring confidence in the public trust; and to encourage the cohesiveness and non-divisiveness on the Committee.

Section 2. Robert's Rules of Order

In any instance in which neither these Bylaws nor state law provide procedural guidance, the Committee shall refer to and use Robert's Rules of Order.

Section 3. Internal Disciplinary Procedures

As a deliberative assembly, the Committee asserts the right to investigate the character and/or conduct of its members. While the Committee cannot expel

any member for the serious violation of these bylaws or meeting decorum, it is authorized to rebuke any member in writing or to recommend replacement of any member to the authority having appointed him or her. In determining whether any discipline is appropriate, the Committee shall conduct a hearing, using Robert's Rules of Order as its procedural guidance, at which the member accused shall be given notice and a fair opportunity to refute, deny or explain the conduct complained of. Any discipline imposed shall be by majority vote of the entire membership of the Committee.

XI. Election of Chairperson and Vice chairperson for 2017

By unanimous vote, the Committee elected Monica Miles for Chairperson, and Gena Major as Vice Chairperson of the Committee for the calendar year 2017.

XII. Other Business

The Chief Audit Executive distributed his Budget and Expenditure Report for the month of October.

XIII. Next Business Meeting Date

The next business meeting of the Committee is scheduled for December 2, 2016.

XI. Meeting Adjournment

The regular business meeting concluded at 1:36 p.m., with the unanimous consent of all Committee members present.