



DeKalb County Audit Oversight Committee

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

December 2, 2016 ▪ 12:00 PM
330 West Ponce DeLeon Avenue
First Floor Conference Room
Decatur, Georgia 30030



Committee Members

Harmel Codi (by telephone, as authorized by O.C.G.A. § 50-14-1(g))
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 12:22 PM.

II. Adoption of the Agenda

Adoption of the proposed agenda was moved by Monica Miles, seconded by Vice Chairperson Gena Major, and approved unanimously.

III. Opening Statement

Chairperson Harold Smith, Jr. noted that today's meeting is the seventeenth official meeting of the Audit Oversight Committee in 2016, and that we are looking forward to a successful year ahead.

IV. Acceptance of November 18, 2016 Meeting Minutes

The minutes of the November 18, 2016 meeting were accepted as presented by unanimous vote of those present.

V. Acceptance of Legal Services Billing for November, 2016

Legal Counsel's invoice for services rendered in November, 2016 was presented to the Committee. Vice Chairperson Gena Major made a motion to approve Legal Counsel's invoice,

and Ms. Monica Miles seconded the motion. All attendees present approved Legal Counsel's invoice for payment.

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, copies of which were distributed to Committee members. It was agreed that this would be presented for adoption at the next AOC meeting.
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 of the Maloof Building.
5. The approval of the proposed Audit Solicitation is on the agenda of the Board of Commissioners
6. John Greene expressed the need to continue the sub-committee actions of Harold Smith and Monica Miles to assist with the business of Audit Solicitation and BOC funding associated with addressing the DeKalb County Water Bill crises

X. AOC – CAE Operating Procedures

The Committee reviewed the proposed Office of Independent Internal Audit Procedures Manual. Chairperson Smith explained that this Manual will operate as the bridge between the two groups of the Chief Audit Executive and Employees, and the Audit Oversight Committee, and delineate how those two groups will work together.

XI. Proposed Meeting Schedule for 2017

Incoming Chairperson Monica Miles will draft the proposed meeting schedule for 2017, which should be finalized at the Committee's next meeting.

XII. Other Business

The Committee reviewed replacement procedures for AOC members. Replacements for all present members of this Committee will have 5-year terms.

XIII. Next Business Meeting Date

The next business meeting of the Committee is scheduled for December 16, 2016.

XIV. Meeting Adjournment

The regular business meeting concluded at 12:47 p.m., with the unanimous consent of all Committee members present.