



DeKalb County Audit Oversight Committee

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

May 13, 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

Legal Counsel

Mary Carole Cooney

1. Call Meeting to Order

The meeting was called to order at 12:08PM.

2. Welcome and Introduction of Committee Members

The chair welcomed and thanked the attendees and the public for their attendance.

3. Adoption of Agenda

Ms. Gena Major moved to adopt the agenda which was seconded by Ms. Monica Miles. The agenda was adopted by unanimous vote.

4. Opening Statement

The chair acknowledged that good progress continues in accomplishing committee objectives as follows:

Meeting minutes are now posted on the DeKalb County Website

Bylaws have been established

The CAE search has been completed effective April 30, 2016

An AOC webpage is 90% complete

5. Public Comment Guidelines

Public comment guidelines were read by Ms. Gena Major

6. Public Comments

There was one public comment made by Mr. Stephen Binney who encouraged the continued progress of the committee and advised of commentary at the last BOC meeting

7. Acceptance of April 8, 2016 Meeting Minutes

Ms. Gena Major asked that the April 8, 2016 minutes be corrected to list Ms. Cooney as legal Counsel to distinguish her position from the committee members. Ms. Gena Major further requested clarification of item 4, to clarify the direction to Ms. Cooney for the procurement policy for goods and services, specifically liability insurance and document storage. A suggestion to append the HR status results data sheet to the minutes by Ms. Major, was addressed by the chair that summary information be included without the document. The Committee accepted the minutes with these corrections but asked for a corrected version to be circulated among Committee members before posting.

8. Legal Counsel April 2016 Invoice

Ms. Monica Miles moved to accept the legal counsel's invoicing for April 2016, dated May 3, 2016 which was seconded by Ms. Gena Major. The vote was 4-0 for acceptance.

[Ms. Harmel Codi joined the meeting]

9. Status of Assignments Directed to Legal Counsel: Ms. Cooney provided the status of actions taken at the Committee's direction, as follows:

- a. Liability Insurance:** Ms. Cooney advised that risk management had acknowledged that all information submitted was in order, and that they were in the process of collecting additional financial information. Then once the brokers have the information the process should proceed smoothly going forward. Ms. Cooney to advise the committee as soon as she is notified by risk Management.

- b. Service for a Cloud-based records management process:** Ms. Cooney's inquiry with DeKalb IT management Barry Puckett and Sam Krishnan advises that an RFP requires detailed specifics to assure accuracy in what's expected to address the specific needs. She was advised of the possibility of taking advantage of statewide contracts for procuring IT needs. She was advised that Amazon, Microsoft, or Google were possible vendors. Further discussions centered around what was expected to be stored and retrieved, i.e., emails, documents, and using what was being done to service the Ethics Office and/or Board records storage and management needs as a consideration. The Committee discussed using drop box technology and a separate fire wall exclusively accessible by the AOC for AOC document storage to service our open records request needs. Further discussion dealt with taking advantage of using state contract arrangements for discounted procurement if needed. As Ms. Cooney advised, DeKalb IT is willing to meet with the AOC as an advocate for assistance, to discuss what options may be available to address our specific needs. Ms. Cooney will coordinate the planning of that meeting to further explore the possibilities.

- c. Temp Service for Admin. Assistance:** Ms. Cooney consulted with Corporate Temps an agency currently under contract with the county to provide services. However, their temps are looking for 40 hr commitments as opposed to a few hours twice a month and therefore are not interested in servicing our minutes taking needs. It was decided that we would use a recorder and transcription service or use manual effort to take down minutes from the recorder, until such time that a CAE is hired with administrative staff who could provide such support. The Chair and legal counsel will coordinate this effort.

10. CAE Candidate Final Package Status

The chair introduced Ms. Benita Ransom and Ms. Linda Gildersleeve-Blackwell to present and explain the final applicant packages for the Chief Audit Executive (CAE) position. Ms. Ransom advised of 49 applications being submitted; consisting of 29 determined as qualified and 20 not meeting the minimum requirements. Those rendered highly qualified and those rendered more than minimally qualified according to the assessment were indicated with a single asterisk (highly qualified) and a double asterisk (more than minimally qualified) respectively. The applicants submitted were both in-state (24) and out-of-state (25). Human resources questioned whether applicant certifications or combinations thereof, other than a CIA or CPA were equivalent with the minimum HB599

requirements. The chair explained, that while an applicant may have many related certifications, in order to meet HB 599's minimum requirements to qualify for the CAE position, one of those certifications must be a CIA or a CPA without exception. Ms. Gena Majors asked, in view of that revelation, whether the spreadsheet should be reviewed for editing to reevaluate the applicants who may have been incorrectly scored in a higher tier than they should be. Ms. Monica Miles questioned the qualification indicators for clarification. Human Resources agreed to reevaluate the spread sheet with the understood clarification that either a CPA or CIA was a must to meet the required minimal certifications.

The committee agreed that each committee member would review in detail the contents of the final package and individually select 5 applicants who they determine are the best qualified as candidates for interview for the CAE position. The committee will bring those candidates to the next meeting scheduled for June 10, for vetting to determine the best 5 or so candidates to bring in for interview.

The chair also asked that Ms. Monica Miles and Ms. Harmel Codi form a sub-committee to formulate interview questions that will be needed during the interview process. The chair also asked that Gena Major and Belinda Pedroso form a sub-committee to formulate an analysis matrix to assist in evaluating the top candidates who will qualify for the interview. It is understood that the interview questions and analysis matrix will be subject to questions, possible modifications, then ultimately adoption by the AOC.

11. Professional Pool Concept for Legal Services

The Professional Pool concept for legal services was presented by Ms. Monica Miles who explained that the concept was based on an existing NAICS (North American Industry Classification System) using a 5 digit classification with the first 2 digits indicating the service category (e.g. 10xxxx- Professional Services), the 3rd digit as the type of professional services (e.g. xx1xx Legal Services), and the 4th or 5th digit as the specialty category (e.g. xxx20 – Personal Injury). Ms. Miles advised to consult with Ms. Codi for classification completeness. Monica explained the AOC number issuance as a 2 step process with the 1st step to evaluate minimum qualifications (e.g., passed Georgia Bar, Active license) and the 2nd step to evaluate qualifications (e.g., specialty qualifications, tax accountant, contract litigation). Ms. Miles asked that Ms. Codi assist her on this project and Ms. Codi agreed. Ms. Gena Major moved that the Professional Pool Concept for Legal Services move forward with establishing an operating procedure. The chair seconded the motion. The vote was 4 – 0, to move forward. Ms. Miles projected that the procedure would be completed by later this summer, with updates of progress to be provided during upcoming meetings.

12. Audit Oversight Committee Charter

Ms. Codi advised that the charter was being developed and that she would provide a draft for Ms. Mary Carole Cooney to review before our next meeting.

13. Milestones Discussion

The chair briefly discussed the milestones which were previously distributed prior to April 22. He explained that the milestone was a road map of actions and agenda items acted upon on the road toward hiring the Chief Audit Executive for DeKalb County. He explained that it would be updated and reviewed throughout the process to track progress. He also advised that it was also open to modification as needed by suggestions from the committee.

14. Web-Page Status

The chair advised that the Web-Page development on the DeKalb County website was 90% complete and that a draft version should be available by the close of business Friday May 13, 2016. Upon notification by DeKalb IT, the chair would provide the link to the AOC and Legal Counsel for access. It would be a temporary measure to provide public notice of AOC business until such time that an independent website is developed to incorporate AOC business in conjunction with the Office of Independent Audit when established later this year.

15. Business Meeting Adjournment

The meeting was adjourned at 2:20 PM.

