



DeKalb County Audit Oversight Committee

MEETING MINUTES

June 29, 2018 ■ 12:00 PM

5th Floor Conference Room

Manuel J. Maloof Building

1300 Commerce Drive

Decatur, Georgia 30030



Committee Members

Gena Major

Harold Smith, Jr.

Harmel Codi

Adrienne McMillon

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Gena Major called the meeting to order at approximately 12:06 p.m.

II. Welcome and Introduction of Committee Members

Chairperson Gena Major introduced the members of the Audit Oversight Committee.

III. Adoption of the Agenda

Adoption of the proposed agenda was moved by Harold Smith, seconded by Harmel Codi, and approved unanimously.

IV. Statement of Public Comment Guidelines

Legal Counsel Mary Carole Cooney read aloud the guidelines for comments from members of the public.

V. Public Comments

(15 minutes; 3 minutes per person)

Public comments were made by the following people: Joe Arrington, Stephen Binney, Viola Davis, Joe Edwards, Robert Douglass, Claudette Leak, and Edwards Williams.

VI. Audit Oversight Committee Chairperson Gena Major Comments

Chairperson Gena Major commented on her commitment to serving on the Committee and advised the public about the role of the Audit Oversight Committee.

VII. June Legal Invoice- Review/Approval for Payment

The legal invoice for the month of June was discussed. Harmel Codi moved and Adrienne McMillon seconded a motion to approve the invoice for payment. Motion was approved by members present at the time of vote.

VIII. Acceptance of May 25, 2018 Minutes

The minutes of the May 25, 2018 meeting were approved and accepted by all members present at the time of the vote.

IX. Update on AOC appointments

CAE John Greene stated that he met with Antwyn Brown, DeKalb County's Board of Commissioners Chief of Staff, to discuss recommendations for the vacant AOC position. CAE John Greene stated that the BOC is working towards finalizing their selection of candidates by the end of July 2018.

X. Mauldin & Jenkins Update on 2017 Audit

Doug Moses and Christopher McKeller of Mauldin and Jenkins gave a report on the 2017 CAFR.

XI. CAE Update: John Greene, Chief Audit Executive, reported on the following:

- **The CAE stated that actuals for July are on track in regards to budgeted expenditures, but he ask for an increase in the budget during the mid-year adjustment period for other professional services for \$50,000 which was not recommended in the Chief Executive Budget Request for mid-year.**
- **The CAE stated that he will be speaking at the IIA's/ CFE conference in August 2018.**
- **The CAE stated that he will have an article printed in AGA Magazine's fall 2018 issue entitled, *The Fundamental Principals of Code of Ethics*.**
- **The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :**
 - a. **Review of Cash Handling Procedures**
 - b. **Temporary Service Contracts (Finance, Sanitation, & Watershed)**
 - c. **Alcohol Privilege License Process**
 - d. **Animal Shelter (Post-construction)**
 - e. **Local Small Business Enterprise Program**
 - f. **Consent Decree**
 - g. **Animal Service Process**
 - h. **Code Enforcement Process.**
 - i. **Workforce Development Grant**

- j. HR Employee Filing Process
- k. DOT Safety Review
- l. 2018 Travel Expenses
- m. IT Data- Physical Security
- n. Sewer Cleaning Contracts

XII. Other Business

No other business was discussed by Committee Members present at the time of the meeting.

XIII. Next Business Meeting Date

The next business meeting of the Committee is scheduled for August 24, 2018 at 12:00 p.m.

XIV. Meeting Adjournment

The Meeting adjourned at 1:44 p.m. with the unanimous consent of all Committee members present.