



**DeKalb County Audit Oversight Committee**

**MEETING MINUTES**

**December 15, 2017 ■ 12:00 PM**

**5<sup>th</sup> Floor Conference Room**

**Manuel J. Maloof Building**

**1300 Commerce Drive**

**Decatur, Georgia 30030**



**Committee Members**

Monica Miles

Gena Major

Harmel Codi\*<sup>1</sup>

Harold Smith, Jr.

**Legal Counsel**

Mary Carole Cooney

**I. Call Meeting to Order**

Chairperson Monica Miles called the meeting to order at approximately 12:01 p.m.

**II. Welcome and Introduction of Committee Members**

Chairperson Monica Miles 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 Gena Majors, and approved unanimously.

**IV. 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)

Stephen Binney stated he spoke to Howard Mosby, Georgia House of Representatives, District 83, in regards to the upcoming recommendations of Audit Oversight Committee Members for 2018. Joe Arrington thanked the Committee and suggested the Committee keep communication open with Howard Mosby in regards to the 2018 selection of Audit Oversight Committee Members.

**VI. November Legal Invoice-Review/Approval for Payment**

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<sup>1</sup> Harmel Codi was not present at the meeting.

The legal invoice for the month of November was discussed. Monica Miles moved and Gena Majors seconded a motion to approve the invoice for payment. Motion was approved by members present at the time of vote.

**VII. Acceptance of November 17, 2017 Meeting Minutes**

The minutes of the November 17, 2017 meeting were accepted as presented, no objections or corrections having been made.

**VIII. Update on AOC appointments**

Chairperson Monica Miles stated that she spoke to Howard Mosby, Georgia House of Representatives, District 83, in regards to filling the two positions of AOC appointments but has not received any update as of December 15, 2017 on his selection of candidates.

**IX. Discussion of Meeting Dates for AOC in 2018**

The Audit Oversight Committee agreed to meet bimonthly every 4<sup>th</sup> Friday beginning January 26, 2017, motioned by Monica Miles, seconded by Gena Majors and approved unanimously by all members present at the time of vote.

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

- **The CAE reported that CEO Michael Thurmond released a proposed budget of \$603.3 million for FY2018 but it has not been approved by the Board of Commissioners. The CAE stated that actuals for November's budget were not posted, but the OIIA'S budget is on track in regards to expenditures.**
- **The CAE stated that he met with a water advisory board and went over the KPMG Water Metering and Billing Audit. We received a response from CEO Michael Thurmond in regards to the 22 findings and recommendations from the Water Metering and Billing Audit on December 1, 2017.**
- **The CAE stated that they received three responses for the RFP's for staff augmentation and the evaluation team requested that purchasing conduct market research to determine why more people did not submit a proposal.**
- **The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :**
  - a. **Low-Bid Process**
  - b. **Sole Source**
  - c. **Procurement Policy Procedures**
  - d. **Emergency Procurement Processes**
  - e. **Informal/Formal Procurement Processes**
  - f. **Review of Cash Handling Procedures**
  - g. **Personal Identifiable Information Records**
  - h. **Temporary Service Contracts**
  - i. **CDL Testing/Safety Compliance**
  - j. **Water Billing System Implementation Engagement**
  - k. **Alcohol Privilege License Process**
  - l. **Animal Shelter (Post-construction)**
  - m. **Local Small Business Enterprise Program**

**XI. Other Business**

Committee member, Gena Majors, proposed that a Chairperson's Comments section be added to upcoming 2018 Audit Oversight Committee meeting minutes.

**XII. Next Business Meeting Date**

The next business meeting of the Committee is scheduled for January 26, 2018 at 12:00 p.m.

**XIII. Meeting Adjournment**

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