



**DeKalb County Audit Oversight Committee**

**MEETING MINUTES**

**March 23, 2018 ■ 12:00 PM**

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

**Manuel J. Maloof Building**

**1300 Commerce Drive**

**Decatur, Georgia 30030**



**Committee Members**

Gena Major

Harold Smith, Jr.

Harmel Codi

Monica Miles<sup>1</sup>

**Legal Counsel**

Mary Carole Cooney

**I. Call Meeting to Order**

Chairperson Gena Major called the meeting to order at approximately 12:03 p.m.

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

Chairperson Gena Major introduced the members of the Audit Oversight Committee (AOC).

**III. Adoption of the Agenda**

Adoption of the proposed agenda was moved by Harold Smith, seconded by Harmel Codi, 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)

Joe Arrington thanked the Committee and expressed his expectations for future appointed committee members. Stephen Binney thanked the Committee and suggested the Committee take a look into the distribution of funds of DeKalb County's 2011 Bond Issue. Ryan Brown asked for a follow-up with the Keep DeKalb Beautiful initiative and the Code & Animal Enforcement.

**VI. Audit Oversight Committee Chairperson Gena Major Comments**

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<sup>1</sup> Monica Miles attended via tele-conference.

Chairperson Gena Major commented on her appreciation for the progress the Office of Independent Internal Audit has made into the start of 2018. In addition, Chairperson Gena Major thanked Committee members for their commitment and service to the Audit Oversight Committee.

**VII. December Legal Invoice-Review/Approval for Payment**

The legal invoice for the month of February was discussed. Harold Smith made a motion to approve the invoice for payment and Harmel Codi seconded the motion to approve the invoice for payment. The motion was approved by members present at the time of vote.

**VIII. Acceptance of December 15, 2017 Meeting Minutes**

The minutes of the January 25, 2018 meeting were accepted as presented, no objections or corrections.

**IX. Update on AOC appointments**

Chairperson Gena Major stated the Committee would review resumes of prequalified candidates for the vacant AOC appointment positions to submit as recommendations to the Howard Mosby, Georgia House of Representatives, District 83.

**X. HB599 Amendment**

Antwyn Brown, Chief of Staff for DeKalb County's Board of Commissioners, stated that the process of amending HB 599 was moving forward in the legislative process.

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

- **The CAE stated that actuals for February is on track in regards to budget expenditures and also includes a salary adjustment in the budget for raises for employees approved by the Board of Commissioners on February 27, 2018.**
- **The CAE stated that the OIIA is in the planning phase of addressing DeKalb's Animal Control department findings brought forth by the public.**
- **The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :**
  - a. **CDL Testing/Safety Compliance**
  - b. **Review of Cash Handling Procedures**
  - c. **Temporary Service Contracts (Finance, Sanitation, & Watershed)**
  - d. **Professional Services**
  - e. **Personal Identifiable Information Records**
  - f. **Alcohol Privilege License Process**
  - g. **Water Billing System Implementation Engagement**
  - h. **Animal Shelter (Post-construction)**
  - i. **Local Small Business Enterprise Program**
  - j. **Informal/Formal Procurement Processes**
  - k. **Consent Decree**
  - l. **Animal Service Process**
  - m. **Code Enforcement Process.**
  - n. **2018 Risk Assessment Draft Proposal**

**XII. Other Business**

- The renewal of insurance for the Audit Oversight Committee was motioned by Harmel Codi, seconded by Harold Smith and approved unanimously.

- After concluding its discussions during executive session, at 2:02 pm Harold Smith moved that the Committee resume its regular meeting and Harmel Codi seconded the motion, which was adopted unanimously by Gena Major, Harold Smith, Harmel Codi and Monica Miles.
- The Committee unanimously approved pay increases for OIIA staff, including John Greene, at the same level recently approved by the DeKalb County Board of Commissioners for County personnel.
- The Committee asked legal counsel Mary Carole Cooney to explore the feasibility of obtaining compensation for Committee members in the proposed amount of \$100 per meeting attended.

**XIII. Executive Session**

At 1:07 pm Harold Smith moved that the Committee go into executive session for the purposes of discussing pay increases for the OIIA staff, including John Greene, and also to review the résumés of pre-qualified candidates for membership on the AOC. Harmel Codi seconded the motion, which was adopted unanimously by Gena Major, Harold Smith, Harmel Codi and Monica Miles. Linda Blackwell and Benita Ransom joined the Committee in their discussions of proposed pay increases and the review of candidates' résumés.

**XIV. Next Business Meeting Date**

The next business meeting of the Committee is scheduled for May 25, 2018 at 12:00 p.m.

**XV. Meeting Adjournment**

The Meeting adjourned at 2:05 p.m. with the unanimous consent of all Committee members present.