



DeKalb County Audit Oversight Committee

MEETING MINUTES

August 24, 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 Adrienne McMillon, and approved unanimously.

IV. Statement of Public Comment Guidelines

Since no public comments, Legal Counsel Mary Carole Cooney refrained from reading aloud the guidelines for comments from members of the public.

V. Public Comments

(15 minutes; 3 minutes per person)

No comments were made by the public.

VI. Audit Oversight Committee Chairperson Gena Major Comments

Chairperson Gena Major commented on her appreciation for the DeKalb County CEO and -Board of Commissioners initiative to replace 47,500 water meters throughout DeKalb County.

VII. July and August Legal Invoice- Review/Approval for Payment

The legal invoice of July 2nd for legal services provided in June and the legal invoice of August 1st for legal services provided in July was discussed. Adrienne McMillon moved and Harold Smith seconded a motion to approve the invoices for payment. Motion was approved by members present at the time of vote.

VIII. Acceptance of June 29, 2018 Minutes

The minutes of the June 29, 2018 meeting were approved and accepted as revised by all members present at the time of the vote.

IX. Update on AOC appointments

Committee Member Harold Smith and CAE John Greene attended the Board of Commissioners' Financial Audit and Budget subcommittee meeting where the subcommittee interviewed two potential candidates for the open AOC member position.

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

- **The CAE stated that actuals for August are on track regarding budgeted expenditures. There is a projected budget variance of \$125,000 less than budgeted for 2018.**
- **The CAE stated that an offer has been made for one of the two vacant Internal Auditor positions. In addition, he stated that he is still searching for prospective candidates to fill the vacant IT Internal Audit Manager position.**
- **The CAE stated that he spoke at the IIA's/ CFE conference on August 3, 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, & Watershed)**
 - c. **Sanitation Other Professional Services**
 - d. **Alcohol Privilege License Process**
 - 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. Sewer Cleaning Contracts**
- n. Personal Identifiable Information (PII)**
- o. Off Cycle Payroll Process**

XI. Other Business

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

XII. Next Business Meeting Date

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

XIII. Meeting Adjournment

The Meeting adjourned at 1:10 p.m. with the unanimous consent of all Committee members present.