



DeKalb County Audit Oversight Committee

MEETING MINUTES

November 17, 2017 ■ 12:00 PM

5th Floor Conference Room

Manuel J. Maloof Building

1300 Commerce Drive

Decatur, Georgia 30030



Committee Members

Monica Miles

Gena Major

Harmel Codi

Harold Smith, Jr.

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Monica Miles called the meeting to order at approximately 12:09 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 Gena Majors, seconded by Harold Smith, 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)

Ryan Brown suggested that links from the findings of DeKalb's Beautification Unit and Animal Services audits are added to October 13, 2017 Audit Oversight Committee Meeting Minutes. He further expressed his concerns towards the findings from the Beautification Unit and Animal Services and thanked the Committee for their services. Beth Thompson thanked the Committee for their services and expressed her concerns towards Code Enforcement regulations. Joe Arrington thanked the Audit Oversight Committee for their services.

VI. November Legal Invoice-Review/Approval for Payment

The legal invoice for the month of November was discussed. Harold Smith 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 October 13, 2017 Meeting Minutes

The minutes of the October 13, 2017 meeting were adopted as amended, moved by Harmel Codi and seconded by Harold Smith, and approved unanimously.

VIII. Renewal of DeKalb County Audit Oversight Committee Liability Insurance

Legal counsel Mary Carol Cooney stated that the Audit Oversight Committee is covered with liability insurance until November 2018.

IX. Update on AOC appointments

Chairperson Monica Miles stated she spoke to State Representative Howard Mosby about filling the two open positions for Chairperson and Committee Member of the Audit Oversight Committee and stated that he is aware and trying to identify potential prospects for these positions.

X. Election of DeKalb County Audit Oversight Committee officers for FY2018

Chairperson Monica Miles nominated Gena Majors to preside as the new Audit Oversight Committee Chairperson for 2018, approved unanimously by the Committee. In addition, Vice Chairperson Gena Majors nominated Harold Smith to preside as the Vice Chairperson of the AOC for 2018, approved unanimously by the Committee.

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

- **The Office of Independent Internal Audit (OIIA) is fully staffed as of October 30th, 2017.**
- **The CAE stated that the proposed budget for 2018 has increased from 2017's budget of as a result of professional services, staff augmentation, annualized salaries and benefits but has not yet been approved.**
- **The CAE stated that he met with the Audit Oversight Subcommittee on October 19, 2017 for the selection for the solicitation of RFP for the acquisition of an external audit firm. On November 7, 2017, the RFP was approved by DeKalb's FAB Committee who then referred the proposal for approval to the DeKalb County's Board of Commissioners who approved the selection on November 19, 2017.**
- **The CAE stated that the RFP's for staff augmentation was due on November 17, 2017 and were being evaluated for additional information.**
- **The CAE stated CEO Michael Thurmond has until December 1, 2017 to respond to the 22 findings and recommendations from the Water Metering and Billing Audit.**
- **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 End Engagement**
 - k. **Alcohol Privilege License Process**
 - l. **Animal Shelter**
 - m. **Small Business Enterprise Program**

XII. Other Business

April Green and Pamela Smith of DeKalb County's Office of Independent Internal Audit gave a presentation on the new Audit Oversight Committee website.

XIII. Next Business Meeting Date

The next business meeting of the Committee is scheduled for December 15, 2017.

XIV. Meeting Adjournment

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