



DeKalb County Audit Oversight Committee
Summary of October 26th, 2018 Meeting

Pursuant to O.C.G.A. § 50-14-1(e)(2)(A), the following is a summary of the subjects acted on and those members present at the October 26th, 2018 meeting of the DeKalb County Audit Oversight Committee (AOC):

1. The Meeting was called to order at 12:06 p.m. by Chairperson Gena Major. Members present were Chairperson Gena Major, Adrienne McMillon, Harold Smith and Claire Cousins.
2. The Committee adopted its agenda for this meeting by all members present at the time of the vote.
3. Public Comments were made by DeKalb County resident Joe Arrington.
4. Chairperson Gena Major commented on her appreciation for the Office of Independent Internal Audit and the Audit Oversight Committee Members.
5. Members of the Committee approved payment of invoices for September 3rd and October 2nd for legal services provided in August and September by a unanimous vote.
6. The minutes of the August 24th, 2018 meeting were approved and accepted as revised by all members present at the time of the vote.
7. The AOC members discussed nominees for the Chairperson and Vice Chairperson positions for the AOC for 2019.
8. CAE Update: John Greene, Chief Audit Executive, reported on the following:
 - The CAE stated that actuals for October are on track regarding budgeted expenditures.
 - The CAE stated that 2019 Budget Proposal has been submitted, but has not yet been approved by the Board of Commissioners.
 - The CAE stated that his article was printed in AGA Magazine's fall 2018 issue entitled, *The Fundamental Principals of Code of Ethics*.
 - The Office of Independent Internal Audit (OIIA) has hired Yolanda Lockett as the Internal Audit IT Manager and Alicia Hall as an Internal Auditor beginning November 5, 2018.
 - 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

9. Next Business Meeting is scheduled December 14th, 2018 at 12:00 p.m.

10. The meeting was adjourned at 1:34 p.m.