



**DeKalb County Audit Oversight Committee
Summary of February 28th, 2020 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 February 28, 2020 meeting of the DeKalb County Audit Oversight Committee (AOC):

1. The Meeting was called to order at 12:05 p.m. by Chairperson Harmel Codi. Members present were Chairperson Harmel Codi, Vice Chairperson Adrienne McMillon, Lisa Earls, Clair Cousins and Harold Smith.
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 residents Joe Arrington and Stephen Binney.
4. Chairperson Harmel Codi commented on her appreciation for the Audit Oversight Committee and the election to serve as the Chairperson for the Audit Oversight Committee.
5. Members of the Committee approved payment of invoices for January 2, 2020 and January 22, 2020 for legal services provided in December 2019 and January 2020 by a unanimous vote.
6. The minutes of the December 6th, 2019 meeting was approved and accepted as presented by all members present at the time of the vote.
7. Antwyn Brown, DeKalb County's Board of Commissioners Chief of Staff, gave a presentation on the status update on Board of Commissioners Appointment to the AOC.
8. Yolanda Lockett, Deputy Chief Audit Executive of the Office of Independent Internal Audit gave a presentation on the Annual Quality Assurance Self-Assessment and the updates made to the OIIA Policies and Procedures Manual. Also, she stated the current OIIA Charter was reviewed and updated and is compliant with current standards.
9. CAE Update: John Greene, Chief Audit Executive, reported on the following:
 - The CAE stated that actuals for January are on track regarding budgeted expenditures.
 - The CAE stated that the proposed budget of \$1.93 million for FY2020 for the Office of Independent Internal Audit was approved by the Board of Commissioners on February 25, 2020.
 - The CAE stated that he met with the DeKalb County Democratic Committee and discussed the role of the OIIA.
 - The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :
 - a. CDL Privilege Process
 - b. Accounts Payable System
 - c. Personal Identifiable Information (PII)
 - d. Animal Service Process Enforcement
 - e. Vehicle Fuel Administration
 - f. Limited Cybersecurity Review
 - g. Workforce Development Grant

- h. Utility Billing Systems**
- i. KPMG Water Billing Update**
- j. SPLOST Vehicle**
- k. Off-cycle payroll**
- l. Personal Identifiable Information (PII)**
- m. Lou Walker Senior Center**
- n. Annual Risk Assessment**
- o. Local Small Business Enterprise Audit was issued**

10. The Audit Oversight Committee agreed to meet quarterly every 4th Friday beginning May 29, 2020. The motion to approve was made by Lisa Earls, seconded by Claire Cousins and approved unanimously by all members present at the time of vote.

11. Next Business Meeting is scheduled May 29, 2020 at 12:00 p.m.

12. The meeting was adjourned at 1:31 p.m.