



**DeKalb County Audit Oversight Committee
Summary of December 18 , 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 October 23, 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. Stephen Binney made some public comments.
4. Chairperson Harmel Codi commented on her appreciation for the Audit Oversight Committee. She stated that this would be her last meeting as the chairperson. She has enjoyed serving on the Audit Oversight Committee.
5. Members of the Committee approved the payment of an invoice for legal services provided from October 2020 through November 2020.
6. The minutes of the October 23, 2020 meeting was approved and accepted as presented by all members present at the time of the vote.
7. CAE Update: John Greene, Chief Audit Executive, reported on the following:
 - The CAE stated that actuals for November are on track regarding budgeted expenditures.
 - The CAE stated that Lawrence Clark was hired as Senior Internal Auditor and an Internal Auditor position recently became vacate which is in the process of being filled.
 - The CAE stated that OIIA staff has been working from home since 3/16/20 until present due to the County mandated work from home order.
 - The CAE made a presentation entitled "Results of 2020 Office of Independent Internal Audit" which highlighted what the IIA had done in 2020 and the upcoming projects for 2021. The following projects were mentioned as ongoing in the following areas:
 - a. Accounts Payable System
 - b. Personal Identifiable Information (PII)
 - c. Vehicle Fuel Administration
 - d. Utility Billing Systems Implementation
 - e. SPLOST Vehicle
 - f. Off-cycle payroll
 - g. Cybersecurity (limited)
 - h. Code Enforcement
 - i. P-Card
 - j. Pension
 - k. Alcohol License Process
 - l. Treasury

- 8. The AOC members elected Adrienne McMillon as Chairperson and Harold Smith, Jr. as Vice Chairperson as the officers of the Audit Oversight Committee for 2021. In addition, that elected Claire Cousin as the Chairperson pro-tem. It was approved by all members present at the time of the vote.**
- 9. Next Business Meeting is scheduled February 26, 2021 at 12:00 p.m. (Zoom Meeting)**
- 10. The meeting was adjourned at 1:10 p.m.**