



**DeKalb County Audit Oversight Committee
Summary of February 22nd, 2019 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 22nd, 2019 meeting of the DeKalb County Audit Oversight Committee (AOC):

1. The Meeting was called to order at 12:03 p.m. by Chairperson Harold Smith. Members present were Chairperson Harold Smith, Gena Major, Adrienne McMillon, and Claire Cousins. Harmel Codi was present by phone.
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, Charles McCorkle and Stephen Binney.
4. Chairperson Harold Smith commented on his appreciation for the Audit Oversight Committee and his continued support of the Office of Independent Internal Audit.
5. Members of the Committee approved payment of invoice for January 2, 2019 for legal services provided in December by a unanimous vote.
6. The minutes of the December 14, 2018 meeting were approved 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 January are on track regarding expenditures and the 2018 actuals reflected that the OIIA only spent 86.20 % of the budgeted funds.
 - The CAE stated that the 2019 Budget Proposal has been submitted, but has not yet been approved by the Board of Commissioners.
 - The Office of Independent Internal Audit (OIIA) has hired Jin Veeranarong as the I.T. Auditor Principal who will begin on March 25, 2018, resulting in the full staffing of the OIIA.
 - The CAE stated there was a total of 59 findings for the OIIA's reports issued since inception.
 - The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :
 - a. Alcohol Privilege License Process
 - b. Local Small Business Enterprise Program
 - c. Consent Decree
 - d. Animal Service Process
 - e. Code Enforcement Process
 - f. Workforce Development Grant
 - g. HR Employee Filing Process
 - h. DOT Safety Review
 - i. 2018 Travel Expenses
 - j. Personal Identifiable Information (PII)
 - k. Off Cycle Payroll Process

- l. Data System Physical Security**
- m. OIIA Risk Assessment**
- n. Internal Self-Assessment Review**
- o. Audit of CH2M Hill**
- p. Department Software Licensing**
- q. Possible Voter Elections and Registrations**

8. Chairperson Harold Smith submitted a request to CEO Michael Thurmond on January 17th, 2019 for a potential candidate for the open AOC member position.

9. Next Business Meeting is scheduled April 25, 2019 at 12:00 p.m.

10. The meeting was adjourned at 1:14 p.m.