



**DeKalb County Audit Oversight Committee
Summary of June 20th, 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 June 20th, 2019 meeting of the DeKalb County Audit Oversight Committee (AOC):

1. The Meeting was called to order at 12:02 p.m. by Chairperson Harold Smith. Members present were Chairperson Harold Smith, Vice Chairperson Harmel Codi, Adrienne McMillon, Claire Cousins and Gena Major.
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 Harold Smith commented on his appreciation for the Audit Oversight Committee and his continued support of the Office of Independent Internal Audit. In addition, he stated on May 28, 2019 the Office of Independent Internal Audit and the Audit Oversight Committee were recognized by DeKalb's Board of Commissioners Office.
5. Members of the Committee approved payment of invoice for June 7th, 2019 legal services provided in May 2019 by a unanimous vote.
6. The minutes of the April 25, 2019 meeting were approved by all members present at the time of the vote.
7. Doug Moses of Mauldin & Jenkins gave an update on the 2018 DeKalb County CAFR Report status.
8. Chairperson Harold Smith met with Chief of Staff La'Keitha Carlos to discuss the status for a potential candidate for the open AOC member position.
9. CAE Update: John Greene, Chief Audit Executive, reported on the following:
 - The CAE introduced OIIA's Summer Interns Karis Fisher and Yayu Zhu.
 - The CAE stated that actuals for June are on track regarding budgeted expenditures.
 - The CAE stated he presented a mid-year budget amendment for approval by the BOC for the creation of a Deputy Chief Audit Executive position and two contract compliance positions.
 - The CAE stated the OIIA's procedure manual is in the process of being updated in accordance to the new Yellow Book 2018 standards and procedures.
 - The CAE stated the OIIA has saved 1.5 million dollars in cost for savings reductions in contracts and generated total reductions around 11.9 million dollars.
 - The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :
 - a. Voter Elections and Registrations
 - b. Local Small Business Enterprise Program
 - c. CDL Privilege Process
 - d. Code Enforcement Process
 - e. 2018 Travel Expense

- f. Personal Identifiable Information (PII)**
- g. Off Cycle Payroll Process**
- h. Data System Physical Security**
- i. Lou Walker Rental Process**
- j. Animal Service Process Enforcement**
- k. Utility Billing Implementation**
- l. Vehicle Fuel Administration**
- m. Internal Self-Assessment Review**
- n. Limited Cybersecurity Review**
- o. Workforce Development Grant**
- p. HR Employee Filing Process**
- q. Audit of CH2M Hill**

10. A motion to approve Procedure 1.01- Internal Audit Charter/Authority on June 20th, 2019, subject to final editorial review by staff and to give the Chairperson the Authority to sign for the AOC was moved by Gena Major and seconded by Harmel Codi.

11. Next Business Meeting is scheduled August 23, 2019 at 12:00 p.m.

12. The meeting was adjourned at 1:20 p.m.