



DeKalb County Audit Oversight Committee

MEETING MINUTES

December 18, 2020 ■ 12:00 PM

Zoom Video Conference Call

1300 Commerce Drive

Decatur, Georgia 30030



Committee Members

Harmel Codi
Adrienne McMillon
Claire Cousins
Lisa Earls
Harold Smith, Jr

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Harmel Codi called the meeting to order at approximately 12:05 p.m.

II. Welcome and Introduction of Committee Members

Chairperson Harmel Codi and other members of the Audit Oversight Committee introduce themselves.

III. Adoption of the Agenda

Adoption of the proposed agenda was moved by Harold Smith, Jr., and seconded by Lisa Earls and approved unanimously.

IV. Statement of Public Comment Guidelines

Legal Counsel Mary Carole Cooney read aloud the guidelines for comments from members of the public.

V. Public Comments

(15 minutes; 3 minutes per person)

Public Comment was made by DeKalb County resident Stephen Binney.

VI. Audit Oversight Committee Chairperson Harmel Codi Comments

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.

VII. October/November 2020 Legal Invoice - Review/Approval for Payment

Members of the Committee approved the payment of an invoice for legal services provided from October 2020 through November 2020. Claire Cousins made a motion and Adrienne McMillon seconded a motion to approve the invoices. Motion was approved by members present at the time of vote.

VIII. Acceptance of October 23, 2020 Minutes

The minutes of the October 23, 2020, meeting minutes were approved. Claire Cousins made a motion and Harold Smith, Jr., seconded a motion to approve the meeting minutes. Motion was approved by members present at the time of vote.

IX. 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 OIIA 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

X. Other Business

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, they elected Claire Cousin as the Chairperson pro-tem. It was approved by all members present at the time of the vote.

XI. Next AOC Meeting Date

The next business meeting of the Committee is scheduled for February 26, 2021 at 12:00 p.m.

XII. Business Meeting Adjournment

The Meeting adjourned at 1:10 p.m. with the unanimous consent of all Committee members present.