



DeKalb County Audit Oversight Committee

MEETING MINUTES

May 29th, 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 12:06 p.m.

II. Welcome and Introduction of Committee Members

Chairperson Harmel Codi introduced the members of the Audit Oversight Committee .

III. Adoption of the Agenda

Adoption of the proposed agenda was moved by Harold Smith, seconded by Adrienne McMillon 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 Claudette Leak.

VI. Audit Oversight Committee Chairperson Harmel Codi Comments

Chairperson Harmel Codi commented on her appreciation for the Audit Oversight Committee work and her election to serve as the Chairperson for the Audit Oversight Committee and commented on the Covid-19 Epidemic.

VII. March and April Legal Invoices - Review/Approval for Payment

The legal invoice for March 2, 2020 for legal services provided in February 2020, the legal invoice of April 1, 2020 for legal services provided in March 2020, and the legal invoice of May 1, 2020 for legal services provided in April 2020 was discussed. Harold Smith made a motion and Lisa Earls seconded a motion to approve the invoices for payment. Motion was approved by members present at the time of vote.

VIII. Acceptance of February 28, 2020 Minutes

The minutes of the February 28, 2020 meeting were approved as presented by all members present at the time of the vote.

IX. CAE Update: John Greene, Chief Audit Executive, reported on the following:

- The CAE stated that actuals for April are on track regarding budgeted expenditures.
- The CAE stated that Len Ohnstad was promoted as the Performance Audit Manager and the Internal Auditor Sr. position is open to fill.
- Yolanda Lockett gave an update on the status on the TeamMate Migration upgrade and stated OIIA is expecting the migration to begin at the end of July 2020.
- The CAE stated he submitted a Care Act Proposal to CEO Michael Thurmond outlining how OIIA could assist with the audit/review aspects of expended funds received from the Federal Government.
- The CAE stated that OIIA staff has been working from home since 3/20/20 until present due to the County Executive Order.
- 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. Workforce Development Grant
 - g. Utility Billing Systems Implementation
 - h. SPLOST Vehicle
 - i. Off-cycle payroll
 - j. Lou Walker Senior Center
 - k. Cybersecurity (limited)
 - l. Code Enforcement
 - m. P-Card
 - n. Pension
 - o. Alcohol License Process
 - p. Treasury

X. Other Business

No other business was discussed.

XI. Next AOC Meeting Date

The next business meeting of the Committee is scheduled for August 7, 2020 at 12:00 p.m. (Location to TBA)

XII. Business Meeting Adjournment

The Meeting adjourned at 1:13 p.m. with the unanimous consent of all Committee members present.