



DeKalb County Audit Oversight Committee

MEETING MINUTES

December 14th, 2018 ■ 3:00 PM

5th Floor Conference Room

Manuel J. Maloof Building

1300 Commerce Drive

Decatur, Georgia 30030



Committee Members

Gena Major

Harold Smith, Jr.

Harmel Codi

Adrienne McMillon

Claire Cousins

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Gena Major called the meeting to order at approximately 3:13 p.m.

II. Welcome and Introduction of Committee Members

Chairperson Gena Major 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 Harmel Codi, 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)

Joe Arrington thanked the Committee and commented on his continued support for the Office of Independent Internal Audit (OIIA). Stephen Binney also thanked the Committee and commented on the continued support for the OIIA.

VI. Audit Oversight Committee Chairperson Gena Major Comments

Chairperson Gena Major commented on her appreciation for the Office of Independent Internal Audit and the Audit Oversight Committee Members. In addition, she stated that this would be her last meeting presiding as the Chairperson for the Audit Oversight Committee.

VII. October and November Legal Invoices - Review/Approval for Payment

The legal invoices of November 1st for legal services provided in October and the legal invoice of December 4th for legal services provided in November was discussed. Harold Smith moved and Adrienne McMillon seconded a motion to approve the invoices for payment. Motion was approved by members present at the time of vote.

VIII. Acceptance of October 26,2018 Minutes

The minutes of the October 26, 2018 meeting were approved 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 October and the projections for November and December are on track regarding budgeted expenditures.**
- **The CAE stated that 2019 Budget Proposal has been submitted but has not yet been approved by the Board of Commissioners.**
- **The CAE stated that he will be speaking at the Regional AGA Conference in Tallahassee, Florida in February 2019.**
- **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. **Sewer Cleaning Contracts**
 - k. **Personal Identifiable Information (PII)**
 - l. **Off Cycle Payroll Process**
 - m. **Data System Physical Security**
 - n. **OIIA Risk Assessment**
 - o. **Internal Self-Assessment Review**
 - p. **Audit of CH2M Hill**

X. AOC Leadership Nominations/Approval for 2019

Adrienne McMillon nominated Committee members Harold Smith as Chairperson and Harmel Codi as Vice Chairperson as officers of the Audit Oversight Committee for 2019. It was approved by all members present at the time of the vote.

XI. Other Business

No other business was discussed at the meeting.

XII. Next AOC Meeting Date

The next business meeting of the Committee is scheduled for February 22, 2019 at 12:00 p.m.

XIII. Business Meeting Adjournment

The Meeting adjourned at 4:36 p.m. with the unanimous consent of all Committee members present.