



DeKalb County Audit Oversight Committee

MEETING MINUTES

February 22nd, 2019 ■ 12:00 PM

5th Floor Conference Room

Manuel J. Maloof Building

1300 Commerce Drive

Decatur, Georgia 30030



Committee Members

Gena Major

Harold Smith, Jr.

Harmel Codi¹

Adrienne McMillon

Claire Cousins

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Harold Smith called the meeting to order at approximately 12:03 p.m.

II. Welcome and Introduction of Committee Members

Chairperson Harold Smith introduced the members of the Audit Oversight Committee.

III. Adoption of the Agenda

Adoption of the proposed agenda was moved by Adrienne McMillon, seconded by Claire Cousins 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.

¹ Harmel Codi attended via conference call.

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). Charles McCorkle commented on how the Committee addresses public concerns that are presented to them. Stephen Binney also thanked the Committee and commented on the continued support for the OIIA.

VI. Audit Oversight Committee Chairperson Harold Smith Comments

Chairperson Harold Smith commented on his appreciation for the Audit Oversight Committee and his continued support of the Office of Independent Internal Audit.

VII. December Legal Invoice - Review/Approval for Payment

The legal invoice for January 2nd for legal services provided in December was discussed. Gena Major 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 December 14, 2018 Minutes

The minutes of the December 14, 2018 meeting were approved by all members present at the time of the vote.

IX. Update on AOC appointments

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

X. 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**

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 April 25th, 2019 at 12:00 p.m.

XIII. Business Meeting Adjournment

The Meeting adjourned at 1:14 p.m. with the unanimous consent of all Committee members present.