



DeKalb County Audit Oversight Committee

MEETING MINUTES

April 25th, 2019 ■ 12:00 PM

5th Floor Conference Room

Manuel J. Maloof Building

1300 Commerce Drive

Decatur, Georgia 30030



Committee Members

Harold Smith, Jr.

Harmel Codi

Adrienne McMillon

Claire Cousins

Gena Major¹

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 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.

¹ Gena Major was not present.

V. Public Comments

(15 minutes; 3 minutes per person)

No public comments were made.

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. In addition, he stated that he attended the 2019 Audit Plan Presentation given by CAE John Greene and met with CEO Michael Thurmond to discuss the role and concerns of the AOC.

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

The legal invoice for March 12th and April 3rd for legal services provided in January and February 2019 was discussed. Harmel Codi moved and Claire Cousins seconded a motion to approve the invoices for payment. Motion was approved by members present at the time of vote.

VIII. Acceptance of February 22, 2019 Minutes

The minutes of the February 22, 2019 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 March are on track regarding budgeted expenditures.
- The CAE stated there was a total of 13 reports issued, 86 recommendations (with 73 recommendations accepted) and 59 findings for the OIIA's reports issued since inception.
- The CAE stated that 2018 OIIA Annual Report was issued on February 28, 2019 and the 2019 Annual Work Plan was issued on March 20, 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. CDL Privilege Process
 - e. Code Enforcement Process
 - f. Workforce Development Grant
 - g. HR Employee Filing Process
 - h. 2018 Travel Expenses
 - i. Personal Identifiable Information (PII)
 - j. Off Cycle Payroll Process
 - k. Data System Physical Security
 - l. Internal Self-Assessment Review
 - m. Audit of CH2M Hill

- n. Department Software Licensing
- o. Limited Cybersecurity Review
- p. Voter Elections and Registrations

XI. Other Business

Chairperson Harold Smith met with CEO Michael Thurmond on March 15, 2019 to discuss what's important to the AOC and OIIA, to understand what was important to the CEO, and to affirm his receipt of our January 17, letter requesting an appointment to the open AOC member vacancy and its status.

XII. Next AOC Meeting Date

The next business meeting of the Committee is scheduled for June 20th, 2019 at 12:00 p.m.

XIII. Business Meeting Adjournment

The Meeting adjourned at 1:00 p.m. with the unanimous consent of all Committee members present.