



DeKalb County Audit Oversight Committee

MEETING MINUTES

August 22, 2019 ■ 12:00 PM

OIIA Conference Room

Manuel J. Maloof Building

1300 Commerce Drive

Decatur, Georgia 30030



Committee Members

Harold Smith, Jr.

Harmel Codi

Adrienne McMillon¹

Claire Cousins

Lisa Earls

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Harold Smith called the meeting to order at approximately 12:06 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 Harmel Codi, 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 Adrienne McMillon was not present at the meeting.

V. Public Comments

(15 minutes; 3 minutes per person)

Public Comments were made by DeKalb County resident Stephen Binney concerning purchasing office receiving gift cards.

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 OIIA continues to generate cost savings to DeKalb County and an audit report on DeKalb County Data Center Physical Security .was issued on August 13, 2019.

VII. June and July Legal Invoices - Review/Approval for Payment

The legal invoice of July 1, 2019 for legal services provided in June 2019 and the legal invoice of August 2, 2019 for legal services provided in July 2019 was discussed. . Claire Cousins moved and Harmel Codi seconded a motion to approve the invoices for payment. Motion was approved by members present at the time of vote.

VIII. Acceptance of June 20,2019 Minutes

The minutes of the June 20, 2019 meeting were accepted as presented.

IX. Mauldin & Jenkins Update on 2018 Audit

Doug Moses of Mauldin & Jenkins gave a report on the 2018 CAFR.

X. Update on AOC appointments

CEO Michael Thurmond officially selected Lisa Earls as his authorized appointee to the Audit Oversight Committee effective August 1, 2019.

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

- The CAE stated Yolanda Lockett was promoted as the Deputy Chief Audit Executive. Also, Jin Veeranarong was promoted to the IT Internal Audit Manager.
- The CAE stated the BOC approved the budget for an additional two senior Internal Auditor positions.
- The CAE stated the OIIA's procedure manual is in the process of being printed.
- The CAE stated the OIIA has saved 2.3 million dollars in cost on contracts and generated total reductions around 13.00 million dollars.
- The CAE stated that the audit of the Department of Voter Registration and Elections has been placed on hold due to Secretary of State restrictions on access of records.
- The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :
 - a. Local Small Business Enterprise Program
 - b. CDL Privilege Process
 - c. Code Enforcement Process
 - d. 2018 Travel Expense
 - e. Personal Identifiable Information (PII)
 - f. Off Cycle Payroll Process
 - g. Lou Walker Rental Process
 - h. Animal Service Process Enforcement
 - i. Vehicle Fuel Administration

- j. Limited Cybersecurity Review
- k. Consent Decree
- l. Workforce Development Grant
- m. HR Employee Filing Process
- n. Audit of CH2M Hill
- o. SPLOST Vehicle Audit (Public Safety)

XII. Other Business

Chairperson Harold Smith stated that a leadership discussion will take place during the next AOC meeting for the 2020 nominees of Chairperson and Vice Chairperson Positions.

XIII. Next AOC Meeting Date

The next business meeting of the Committee is scheduled for October 25th, 2019 at 12:00 p.m.

XIV. Business Meeting Adjournment

The Meeting adjourned at 1:39 p.m. with the unanimous consent of all Committee members present.