



**DeKalb County Audit Oversight Committee
Summary of December 14th, 2018 Meeting**

Pursuant to O.C.G.A. § 50-14-1(e)(2)(A), the following is a summary of the subjects acted on and those members present at the December 14th, 2018 meeting of the DeKalb County Audit Oversight Committee (AOC):

1. The Meeting was called to order at 3:13 p.m. by Chairperson Gena Major. Members present were Chairperson Gena Major, Harmel Codi, Adrienne McMillon, Harold Smith and Claire Cousins.
2. The Committee adopted its agenda for this meeting by all members present at the time of the vote.
3. Public Comments were made by DeKalb County resident Joe Arrington and Stephen Binney.
4. 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.
5. Members of the Committee approved payment of invoices for November 1st and December 4th for legal services provided in October and November by a unanimous vote.
6. The minutes of the October 26th, 2018 meeting were approved by all members present at the time of the vote.
7. 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 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**

- 8. Claire Cousins 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.**
- 9. Next Business Meeting is scheduled February 22, 2019 at 12:00 p.m.**
- 10. The meeting was adjourned at 4:36 p.m.**