



**DeKalb County Audit Oversight Committee
Summary of April 25th, 2019 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 April 25th, 2019 meeting of the DeKalb County Audit Oversight Committee (AOC):

1. The Meeting was called to order at 12:03 p.m. by Chairperson Harold Smith. Members present were Chairperson Harold Smith, Vice Chairperson Harmel Codi, Adrienne McMillon, and Claire Cousins. Gena Major was not present.
2. The Committee adopted its agenda for this meeting by all members present at the time of the vote.
3. No public comments were made.
4. 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.
5. Members of the Committee approved payment of invoices for March 12th and April 3rd for legal services provided in January and February 2019 by a unanimous vote.
6. The minutes of the February 22, 2019 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 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

8. Chairperson Harold Smith met with CEO Michael Thurmond on March 15, 2019 to discuss what is 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.
9. Next Business Meeting is scheduled June 20th, 2019 at 12:00 p.m.
10. The meeting was adjourned at 1:00 p.m.