



DeKalb County Audit Oversight Committee

**MEETING MINUTES**

Friday, February 23, 2024, at 12:00 PM – 1:30 PM

Zoom Meeting\*

**Committee Members**

Gloria Gray - Chairperson

Adrienne T. McMillon – Vice Chairperson

Harold Smith, Jr.

Tanja Christine Boyd-Witherspoon

Lisa Earls

**Legal Counsel**

Mary Carole Cooney

**I. Call Meeting to Order**

The meeting was called to order at 12:01 pm by Chairperson Gloria Gray.

**II. Welcome and Introduction of Committee Members**

The Committee members introduced themselves.

**III. Adoption of the Agenda**

Harold Smith moved to adopt the agenda and Adrienne McMillon seconded. The committee voted unanimously in favor.

**IV. Public Comment Guidelines**

Public comment guidelines presented by Legal Counsel Mary Carole Cooney.

**V. Public Comments**

One public comment was received.

**VI. Review/Approval for Payment Legal Invoices- Legal Invoice #747 for services rendered in December 2023 and #749 for services rendered in January 2024.**

Lisa Earls moved to approve legal invoice # 747 and # 749 and Chris Boyd-Witherspoon seconded. The committee voted unanimously in favor.

**VII. Approval of December 15, 2023, Meeting Minutes**

Adrienne McMillon moved to accept the meeting minutes from December 15, 2023, and Lisa Earls seconded. The committee voted unanimously in favor.

**VIII. CAE Update- Lavois Campbell, CAE**

- **Budget Update**

(Review of Budget/Actual Expenses) YTD Budget, \$130,669,000 (Unconfirmed) YTD Actual, \$82,717 Variance, \$47,952

- **Staff News and Activities**

Lewis Blake resigned his position as Internal Audit Manager. We are currently recruiting to fill this position.

OIIA staff attended the 2024 IIA's Government and Not for Profit conference and CAE Lavois Campbell participated in the CAE roundtable.

- **Non-Audit Activities**

The OIIA has reviewed four contracts (Initial Solicitations, Contract Change Orders, and Contract Renewals) with an initial value of 48,040,917.64 for 2024 YTD. The OIIA has identified contract value reductions of \$39,834.

- **2024 Follow-up on Issued Projects**

Three (3) follow-up Audits have been issued, and eight (8) are currently in progress.

- **Status of Audit Findings**

A total of 33 audit reports have been issued since 2017, with 183 findings.

**IX. Other Business**

- **Update on DeKalb County Charter Review Commission Legislation**

Legal Counsel Mary Carole Cooney reported that she spoke with Chairperson Steve Henson regarding legislation and a meeting or phone call is scheduled for Monday with the DeKalb County Local Delegation.

- **Legal Counsel Hourly Rate Increase**

Chris Boyd-Witherspoon moved to approve a \$75 rate increase for Legal Counsel Mary Carole Cooney and Harold Smith seconded. The committee voted unanimously in favor.

- **Legal Services Invoices Approval Protocol**

Adrienne McMillon moved to approve invoice protocol process from bimonthly to monthly approval and Harold Smith seconded. The bylaws will be updated accordingly.

**X. Next AOC Meeting Date-Tentatively Friday, April 26, 2024, at 12:00 pm**

**XI. Business Meeting Adjournment**

The meeting adjourned at 12:53 pm.