



DeKalb County Audit Oversight Committee

M E E T I N G M I N U T E S

December 16, 2016 ■ 12:00 PM

330 West Ponce De Leon Avenue

First Floor Conference Room

Decatur, Georgia 30030



Committee Members

Harmel Codi

Gena Major

Monica Miles

Harold Smith, Jr.

Also Present

William J. Mulcahy

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

Chairperson Harold Smith, Jr. called the meeting to order at approximately 12:10 PM.

II. Adoption of the Agenda

Adoption of the proposed agenda was moved by Vice Chairperson Gena Major, seconded by Monica Miles, and approved unanimously.

III. Opening Statement

Chairperson Harold Smith, Jr. thanked the Committee members, the Chief Audit Executive (CAE), legal counsel, the public, and William J. Mulcahy, the newest member of the Committee, who has not yet begun his service, for their presence. He noted that today's meeting is the eighteenth official, and last, meeting of the Audit Oversight Committee (AOC) in 2016. During this year, the AOC was able to accomplish its chief goal, pursuant to House Bill 599, which was to select, and to facilitate the hiring of, a CAE. We also published AOC Bylaws, established our web page on the County's website, and hired legal counsel who helped us navigate those tasks. We proposed a \$1.8 million budget and the structure of the Office of Independent Internal Audit. Mr. Smith

stated that he looks forward to 2017, and getting behind our CAE for the tasks ahead. His tenure as chairperson ends December 31, 2016. He is putting the chairmanship into the very capable hands of Monica Miles. He also thanked Gena Major, Harmel Codi and Belinda Pedroso for their hard work, and thanked Mary Carole Cooney for her service as legal counsel. Finally, Mr. Smith acknowledged, and welcomed, new Committee member, William Mulcahy.

IV Statement of Public Comment Guidelines

Legal Counsel Mary Carole Cooney read aloud the guidelines for comments from members of the public.

V. Public Comments

Mr. Stephen Binney thanked everyone for being here today, and stated his appreciation for everything the Committee has done this year. He thanked Mr. Mulcahy and expressed his support, and said that he looks forward to finding out where public money is being spent – or not.

Mr. William J. Mulcahy told the Committee that he is very pleased to be part of this.

VI. Acceptance of December 2, 2016 Meeting Minutes

The minutes of the December 2, 2016 meeting were accepted as presented by unanimous vote of those present.

VII. CAE Reported Update

1. John Greene has hired Shannon Ford as an administrative assistant. She starts on January 3. With the assistance of the County's Human Resources Department, he is doing another study of the appropriate range of salaries for other positions, and expects to complete new job descriptions soon.
2. John Greene escorted Zachary Williams, Acting Chief Financial Officer, through the third-floor space designated for the use of the Office of Independent Internal Audit (OIIA), and advised Mr. Williams of space changes required to maintain security.
3. The audit solicitation was advertised on December 15. Responses are due on December 30.
4. John Greene reviewed the standards set out in the OIIA Operations Procedures Manual 1.01. Monica Miles moved to adopt the Operations Procedures 1.01, which motion was seconded by Vice Chairperson Gena Major and adopted by unanimous vote.
5. Chairperson Harold Smith, Jr. reviewed the proposed Audit Oversight Committee and Chief Audit Executive Operating Procedures document, the purpose of which is to establish Operating Procedures and governance between the CAE, as head of the OIIA, and the AOC. Monica Miles moved to adopt the Operating Procedures, effective December 16, 2016. Her motion was seconded by Vice Chairperson Gena Major and adopted by unanimous vote.
6. The CAE presented a monthly update of expenditures showing that the OIIA is in line with its budget.

VIII. Proposed Meeting Schedule for 2017

The Committee reviewed, and agreed to, Monica Miles' proposal that the Committee meet twice, on the second and fourth Fridays, in January and in February, 2017, and thereafter on the fourth Friday of each month.

IX. Other Business

None

X. Next Business Meeting Date

The next business meeting of the Committee is scheduled for January 13, 2016.

XI. Meeting Adjournment

The regular business meeting concluded at 1:32 p.m., with the unanimous consent of all Committee members present.