



DeKalb County Audit Oversight Committee

**M E E T I N G MINUTES**

July 29, 2016 ■ 12:00 PM  
330 West Ponce DeLeon Avenue  
First Floor Conference Room  
Decatur, Georgia 30030



**Committee Members**

Harmel Codi  
Gena Major (not Present)  
Monica Miles  
Belinda Pedroso  
Harold Smith

**Legal Counsel**

Mary Carole Cooney

**I. Call Meeting to Order**

The chairperson called the meeting to order at approximately 12:03 PM.

**II. Adoption of Agenda**

Monica Miles moved that the agenda presented by the chairperson be adopted, and Harmel Codi seconded the motion. The agenda was adopted by all committee members present (Harmel Codi, Monica Miles, Harold Smith, and Belinda Pedroso)

**III. Opening Statement**

The chairperson noted that this is the Committee's eleventh official meeting, and that we have accomplished our major milestones within the deadlines set. He extended thanks for the due diligence and public service of the Committee members, and the Human Resources and IT departments for their support and continued assistance going forward.

**IV. Public Comments**

Mr. Stephen Binney extended thanks to the Committee for its work on the selection of a Chief Audit Executive and hopes that the Board of Commissioners can vote on someone to fill the position on August 9<sup>th</sup>. He asked that pertinent information be sent to Commissioner Barnes-Sutton.

**V. Acceptance of July 22, 2016 Meeting Minutes of Both Regular and Executive Session Meetings**

There being no additions or corrections made by Committee members, the minutes of both the regular and executive session meetings of July 22, 2016 were accepted.

**VI. Unfinished Business**

1. The chairperson reviewed the results of the Committee's several executive sessions and stated that interviews have been completed for the short list of candidates seeking the Chief Audit Executive position. Background checks are being conducted, following which the short list will be submitted to the Board of Commissioners.
2. The Committee's Milestones were reviewed by the chairperson who noted that the deadline for the interview process was July 29 but the Committee completed interviews on July 22.
3. Legal counsel Mary Carole Cooney reported on her contacts with MCCi (municipal code corporation) for possible management of Committee records to include services such as *I-cloud based records mgt. system, laserfiche services, and open records mgt services*. It was also revealed that a 20 to 30 thousand dollar up-front license fee may be required based on services required. Legal counsel expressed that consideration would need to be given to the county's current procurement requirements. Belinda Pedroso offered to contact Jay Vinicki in DeKalb Finance about records management and asked about the possibility of a presentation given by the perspective vendor. Harmel Codi questioned the need for developing large scale scope of services at this time, in lieu of whether a locally based I-cloud process might be sufficient to service our present needs. The chair expressed that he would confer with the Procurement Officer regarding protocols in procuring record management vendors and would consult with DeKalb IT about the mechanics of setting up a locally based I-Cloud document storage process.
4. Legal Counsel reported on recent progress in obtaining liability insurance, and presented the application offered by Western World Insurance, which requires individual information from each Committee member.

**VII. Other Business Discussion**

The Committee discussed whether the background check process will be completed in time for a meeting next week. Belinda Pedroso moved that the next regular meeting of the Committee be scheduled for August 5<sup>th</sup> subject to completion of background checks on candidates for the position of Chief Audit Executive. The Committee voted unanimously to set its next regular meeting for August 5<sup>th</sup> at 12 PM.

**IX. Business Meeting Adjournment – 12:47 PM**

