



DeKalb County Audit Oversight Committee

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

April 8, 2016 ■ 12:00 PM
330 West Ponce DeLeon Avenue
First Floor Conference Room
Decatur, Georgia 30030



1. **Call Meeting to Order** – Meeting called to order at 12:19p.m. The following committee members were present:
 - a. Gena Major, Vice – Chair
 - b. Belinda Pedroso
 - c. Harmel D. Codi
 - d. Monica Miles – via phoneAlso present was Legal Counsel Mary Carole Cooney.
2. **Adoption of Agenda** – The committee voted to adopt the agenda (3-0)
3. **Acceptance of March 25, 2016 Meeting Minutes**– Minutes were accepted (4-0). Action needed : Have summaries made public (minutes/agenda)
4. **Legal Counsel March 2016 Invoice**- Accepted by committee (4-0).
 - a. Ms. Codi asked for the Attorney to check on the procurement policy for obtaining liability insurance and document storage.
5. **Legal Counsel to Advise:**
 - a. **Readiness of Webpage information setup as provided by chair, to be reviewed and approved by Committee**
 - i. AOC History & Legislation – Was OK
 - ii. AOC Committee Members – Was OK
 - iii. By-laws – To be accepted as edited
 - iv. Agenda format: OK, make sure that agenda goes up as soon as possible
 - v. Meeting minutes summary: 2/19/2016, 3/11/2016, 3/25/2016 – The details of these minutes should go up on website
 - b. **Open Records Request Management:** Mary Carole Cooney to research and advise
 - c. **Liability Insurance:** Mary Carole Cooney to research and advise
6. **By Laws Consideration for Adoption**– Accepted as edited (4-0).

- a. The committee discussed the Bylaws in detail with the Attorney. The attorney discussed all of the items as outlined in the committee's bylaws.
 - i. The purpose of bylaws
 - 1. Internal Governance & Proceedings
 - ii. The duties of the committee
 - iii. Officers
 - 1. Duties of chair person
 - iv. Vice Chair assuming responsibilities when chair is absent
 - v. Chairperson decides all questions of order
 - 1. Can be overridden by majority of committee members present
 - vi. Meetings
 - vii. Meeting minutes
 - viii. Reports
 - ix. Amendments to by-laws
 - 1. Amended by majority vote of the membership

7. CAE Candidate Status as of April 8,

- a. Ad's have been placed.
 - i. Report on applicants: Total 32
 - 1. State of Georgia applicants – 13
 - 2. Out of State applicants – 17
 - 3. Other Candidates – 2

8. Legal Pool

- a. Developing a system to classify the classification of the legal counsel.
 - i. Assigning activity codes
 - ii. More details at the next meeting

9. Charter

- a. Report available at next meeting

10. Comments from the Chair

- a. Attorney Daffner accepted his role as legal counsel as needed via the legal services pool concept
- b. Developing milestones
- c. Development of website
- d. Working to solidify the office space for CAE and staff

11. Future Meeting Dates— The committee established the following dates for upcoming meetings:

- a. April 22, 2016
- b. May 13, 2016

12. Business Meeting Adjournment— The meeting was adjourned at 1:31p.m.

