



**DeKalb County Audit Oversight Committee**

**MEETING MINUTES**

**January 25, 2018 ■ 12:00 PM**

**5<sup>th</sup> Floor Conference Room**

**Manuel J. Maloof Building**

**1300 Commerce Drive**

**Decatur, Georgia 30030**



**Committee Members**

Gena Major

Harold Smith, Jr.

Monica Miles

Harmel Codi\*<sup>1</sup>

**Legal Counsel**

Mary Carole Cooney

**I. Call Meeting to Order**

Chairperson Gena Major called the meeting to order at approximately 12:01 p.m.

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

Chairperson Gena Major introduced the members of the Audit Oversight Committee (AOC).

**III. Adoption of the Agenda**

Adoption of the proposed agenda was moved by Monica Miles, seconded by Harold Smith, and approved unanimously.

**IV. Public Comment Guidelines**

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

**V. Public Comments**

(15 minutes; 3 minutes per person)

Joe Arrington extended an invitation to the AOC to attend upcoming DeKalb Delegation community meetings and Prism (Pride Rings in Stone Mountain) meetings. He suggested the AOC keep communication open with Howard Mosby in regards to the selection of the replacement members of the AOC Members.

**VI. Audit Oversight Committee Chairperson Gena Major Comments**

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<sup>1</sup> Harmel Codi was not present at the meeting.

Chairperson Gena Major commented on the progress the Office of Independent Internal Audit made in 2017 and she looks forward to watching the progress of the Office of Independent Internal Audit in 2018.

**VII. December Legal Invoice-Review/Approval for Payment**

The legal invoice for the month of December was discussed. Harold Smith made a motion to approve the invoice for payment and Monica Miles seconded the motion to approve the invoice for payment. The motion was approved by members present at the time of vote.

**VIII. Acceptance of December 15, 2017 Meeting Minutes**

The minutes of the December 15, 2017 meeting were accepted as presented, no objections or corrections. .

**IX. Update on AOC appointments**

Chairperson Gena Major stated that she has not received an update from Howard Mosby, Georgia House of Representatives, District 83, in regards to filling the two open positions of the AOC as of January 25, 2017.

**X. HB599 Amendment**

Chairperson Gena Major and CAE John Greene stated that the DeKalb County Board of Commissioners are seeking a remedy to HB 599 regulations regarding the appointment of a replacement member of the AOC for an unexpired term.

**XI. CAE Update:** John Greene, Chief Audit Executive, reported on the following:

- The CAE stated that actuals for December's budget were not posted as of January 25, 2018 but the OIIA'S budget is on track in regards to expenditures.
- The CAE reported that CEO Michael Thurmond released a proposed budget of \$1.68 million for FY2018 for the Office of Independent Internal Audit that has to be approved by the Board of Commissioners by February 28, 2018.
- The CAE discussed the Gas South letter that Mr. Arrington had brought up at the last AOC meeting that water customers receive. The BOC had approved the mailing of this letter but they do not endorse the product. He stated that he will do some additional follow-up and report at the next meeting.
- The CAE reported that the OIIA has continued to conduct assignments on the current Work Plan in the following areas :
  - a. CDL Testing/Safety Compliance
  - b. Review of Cash Handling Procedures
  - c. Sanitation Temporary Service Contracts
  - d. Professional Services
  - e. Personal Identifiable Information Records
  - f. Alcohol Privilege License Process
  - g. Water Billing System Implementation Engagement
  - h. Animal Shelter (Post-construction)
  - i. Local Small Business Enterprise Program
  - j. Procurement Policy Procedures
  - k. Emergency Procurement Processes
  - l. Informal/Formal Procurement Processes
  - m. Sole Source
  - n. 2018 Risk Assessments Ideas
  - o. The OIIA's Annual Audit Report (2017)

**XII. Other Business**

No other business was discussed.

**XIII. Next Business Meeting Date**

The next business meeting of the Committee is scheduled for March 23, 2018 at 12:00 p.m.

**XIV. Meeting Adjournment**

The Meeting adjourned at 1:17 p.m. with the unanimous consent of all Committee members present.