



DeKalb County Audit Oversight Committee

MEETING MINUTES

**Wednesday, October 23, 2024, at 12:00 PM – 1:30
PM Zoom Meeting***

Committee Members

Gloria Gray - Chairperson
Adrienne T. McMillon - Vice Chairperson
Tanja Christine Boyd-Witherspoon - Pro Tem
Harold Smith, Jr.
Lisa Earls

Legal Counsel

Mary Carole Cooney

I. Call Meeting to Order

The meeting was called to order at 12:02 pm by Chairperson Gloria Gray.

II. Welcome and Introduction of Committee Members

The committee members introduced themselves except for Chris Boyd-Witherspoon who was not present.

III. Adoption of the Agenda

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

IV. Public Comment Guidelines

Legal Counsel Mary Carole Cooney presented the public comment guidelines.

V. Public Comments

No public comment received.

VI. Review/Approval for Payment Legal Invoices – Invoice #757 for legal services rendered from September 16 through October 14, 2024.

Lisa Earls moved to approve legal invoice #757 and Harold Smith seconded. The committee voted unanimously in favor.

VII. Approval of August 23, 2024, Meeting Minutes

Adrienne McMillon moved to approve the Meeting Minutes for August 23, 2024, 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, \$1,639,638, YTD Actual, \$1,029,676, Variance, \$609,962.

- **Staff News and Activities**

- **Personnel**

- The selected candidate has accepted the position of Internal Auditor Senior. Expected to start in November 2024. The candidate is a CPA, CISA, CFE, and CIA with over 9 years of experience. The candidate's name will be shared at the next AOC meeting.

- **Training Activities:**

- All staff members attended the IIA The Atlanta Conference 2024 on September 20, 2024.
 - An Auditors Responsibilities for Fraud in a Government Environment.
 - Leading An Audit Project-Yellowbook-cpe.com-October 21-25, 2024
 - Yellow Book Standards for Performance Auditors-November 2024
 - Virtual Fraud Symposium: December 2024.
 - Certificate of Cloud Auditing Knowledge Online review course.
 - Network and Infrastructure Fundamentals online review course.

- **Other Activities**

- CAE Lavois Campbell will be serving as a final judge at the 14th annual Bill Mulcahy, Atlanta, Auditing & Advisory Case Competition, which is open to all students attending college in the state of Georgia.

- **Audit-Related Activities**

- Final Draft Reports:**

1. Audit of COVID-19 Incentive Gift Card Program – Audit Report No. IA-2023-150-FN. Final Draft Report Issues July 9, 2024. Six (6) opportunities for improvement of controls were identified.
2. Audit of County Debt Management and Investments – Audit Report No. IA-2022-082-FN. Final Draft Report issued September 18, 2024. Four (4) opportunities for improvement of controls were identified.
3. Audit of Sanitation Recycling Processes – Audit Report No. IA-2023-181-PW. Final Draft Report Issued September 18, 2024. Seven (7) opportunities for improvement of controls were identified.
4. Audit of Renee Group Inc. Contracts – Audit Report No. IA-2023-128-DWM. Final Draft Report Issued October 7, 2024. Seven (7) opportunities for improvement of controls were identified.

- Final Audit Report Issued:**

1. Audit of Cybersecurity: Governance Audit – Audit Report No. IA-2022-120-IT. Issued July 5, 2024, Ten (10) opportunities for improvement of controls were identified.

- **2024 External County Audits Monitored by OIIA**

1. 2023 Annual Comprehensive Financial Report.
Completed by the June 30, 2024, deadline.

2. 2023 Single Audit Report

As per the Single Audit Act, **Issued September 3, 2024.**

The following findings were identified, All are prior findings:

- Finding: 2023-001 - Accounting for Intergovernmental Revenues, Deferred Inflows of Resources and Related Revenues and Liabilities.
- Finding: 2023-002 – Governmental Fund Budgets (balanced budget not adopted)
- Finding: 2023-003 – Subrecipient Monitoring – Information provided to recipients does not contain all the information required by CFR § 200.332 to be clearly communicated to all recipients.
- Finding: 2023-004 – Reporting – County failed to collect the demographic data on the eligible households required by the Treasury.

Management Action Plans – Anticipated Completion Date: December 31, 2024.

3. OIIA will follow-up in February 2025.
4. Audit of LifeLine Animal Project (Conducted by Animal Shelter Services, LLC.)
 - The External Auditor has completed planning the audit, including a review of Shelter operational documents (Policies, procedures, volunteer, staff information, etc.
 - County admin and OIIA will be meeting with the External Auditor at the end of August to review the field evaluation process as well as to discuss expectations and deliverables.
 - Auditor conducted an on-site evaluation from September 16 to 19, 2024.
 - Fieldwork ongoing, with follow-up questions and document requests.

- **Non-Audit Activities**

- The OIIA has reviewed 33 contracts (Initial Solicitations, Contract Change Orders, and Contract Renewals) with an initial value of \$263,177,669.88 for 2024 YTD.
- The OIIA has identified contract value reductions of \$5,987,866.14 or 2.3%
 - For one item, which had no change in the agenda amount, we identified that a lower-priced vendor could be used, which freed up \$324,000 for reallocation to additional work.
 - Six agenda item reviews showed vendor invoices were inconsistent with contract terms. (e.g., invoice provided lump sum, and not the line-item quantity and unit prices). PC and UD will address this with future vendor invoices.
 - Another review showed that one user department granted over \$2 million of newly added work to a vendor on an existing contract without vetting P&C. therefore, no change order was issued.
 - Currently, we have three (3) agenda items in review.

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

Sixteen (16) follow-up reports have been issued and two are in progress.

- **Status of Audit Findings**

A total of 34 audit reports have been issued since 2017, with 193 findings.

IX. Next AOC Meeting Date-Tentatively Friday, December 13, 2024, at 12:00 pm

X. Business Meeting Adjournment

The meeting adjourned at 12:37 pm.