



DeKalb County Audit Oversight Committee

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

June 10, 2016 ■ 12:00 PM
330 West Ponce DeLeon Avenue
First Floor Conference Room
Decatur, Georgia 30030

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Committee Attendees:

Harold Smith, Jr. – Chairperson
Gena Major – Vice Chairperson
Monica Miles
Harmel D. Codi
Belinda Pedroso

Legal Counsel

Mary Carole Cooney

1. Call Meeting to Order

The meeting was called to order at 12:08 PM.

2. Welcome and Introduction of Committee Members

The chairperson welcomed and thanked the committee members for their attendance.

3. Adoption of Agenda

Ms. Monica Miles moved to adopt the agenda dated June 10, 2016. The agenda was adopted by unanimous vote.

4. Opening Statement

The chairperson stated that this is the sixth official meeting of the Audit Oversight Committee (AOC). In this meeting we will proceed with the Committee's main objective, and will move through that process in an Executive Session. The chairperson thanked the Committee for all of their efforts in moving this agenda forward, and also thanked DeKalb County's HR and IT departments for their current and continued support.

5. Public Comments

There being no visiting citizens present, no public comments were offered.

• **Acceptance of May 13, 2016 Meeting Minutes**

There being no additions or corrections to the Minutes of the May 13, 2016 meeting, the Committee accepted the minutes as published.

• **Legal Counsel May 2016 Invoice**

Ms. Harmel Codi moved to accept the legal counsel's invoice for May, 2016, which motion was seconded by Ms. Gena Major. The vote was unanimous for acceptance.

6. Unfinished Business:

- Ms. Cooney reported that the County Risk Management Departments has not yet received quotes from companies providing liability insurance coverage for the Committee. She advised that until the Committee hires the Chief Audit Executive, there is not much risk to be concerned about; however, she will pursue the matter persistently until we receive a quote.
- Ms. Cooney confirmed the consensus of the Committee to defer action on cloud-based records management until the Chief Audit Executive can provide input.
- Monica Miles reported that the professional pool concept for legal and other services remains under development, and that there is nothing to report beyond the proposal presented during the May 13, 2016 meeting. Further discussion of this matter was deferred.
- Ms. Cooney advised the Committee that while it is necessary for the Audit Oversight Committee to establish rules for its operation, an AOC Charter is not recommended in view of what is already provided in House Bill 599 as state law. Rather she recommends a document establishing the AOC's relationship with the Chief Audit Executive, such as requiring annual reports and meetings. In response to the chairperson's question, Ms. Cooney states that a charter should no longer be considered a need. In response to Belinda Pedroso's question, asking whether a charter is not standard protocol for a committee like ours, Ms. Cooney stated that charters are created by legal authority and possess only those powers and responsibilities granted by the authority, which in this case are those powers and responsibilities established by HB 599. The chairperson stated that we would follow the direction of our legal counsel, but advised that Ms. Pedroso should provide further information to our legal counsel for additional review and consideration. Thus the Charter is no longer a matter of unfinished business for future agendas.
- The chairperson reviewed the AOC milestones and timeline and referred Committee members to his May 25, 2016 email to the Board of Commissioners, stating the Committee's progress leading up to the selection of candidates for interview, and the resulting selection of the final 2 or 3 candidates for the position of CAE to the Board of Commissioners.

[The Committee recessed for lunch]

7. Executive Session

- Legal counsel reviewed the statutory requirements for conducting an executive session closed to the public.
- At 1:07 PM. the chairperson moved that the Committee enter into executive session for the purpose of discussing, vetting through and determining viable candidates for interviewing for the position of Chief Audit Officer. Belinda Pedroso seconded the motion. Harold Smith, Monica Miles, Gena Major, Harmel Codi and Belinda Pedroso voted in favor of the motion. Thereupon the Committee met in executive session for the purpose stated. The regular Committee meeting resumed at 2:20 PM following the conclusion of the executive session.

8. Scheduling of next meeting

- The next meeting of the Audit Oversight Committee is scheduled for Friday, June 24 at 12:00 PM.

9. Business Meeting Adjournment.

The meeting was adjourned at 2:51 PM.



**AFFIDAVIT REGARDING A CLOSED MEETING OF THE DEKALB AUDIT
OVERSIGHT COMMITTEE AS REQUIRED BY O.C.G.A. § 50-14-4(b)**


Personally appeared before me, the undersigned officer, duly authorized to administer oaths, **Harold Smith, Jr.**, a member of the DeKalb Audit Oversight Committee of DeKalb County, Georgia, who, after being duly sworn, deposes and states under oath as follows:

- 1) I was Chairperson or presiding officer during a closed session of the DeKalb Audit Oversight Committee held on the 10th day of June, 2016.
- 2) This closed session of the DeKalb Audit Oversight Committee was closed for the purpose of discussing:

Personnel Matters, specifically for the purpose of discussing, vetting through and determining viable candidates for interviewing and other business relevant to selecting a Chief Audit Officer.

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- 3) This closed session was devoted to the discussion of the matter or matters set forth in Paragraph 2. Each matter falls into one of the exceptions allowing closed meetings pursuant to O.C.G.A. § 50-14-2 and O.C.G.A. § 50-14-3.
 - 4) This Affidavit is being executed for the purpose of complying with State law which requires that such an affidavit be executed following each closed session of the Committee.

Further Affiant Sayeth Not.



Chairperson/Presiding Officer

Sworn to and subscribed before me

This 24th day of June, 2016.



Notary Public

My Commission Expires:

