



City of Atlanta
CITY AUDITOR'S OFFICE
AUDIT COMMITTEE MEETING
MINUTES

Thursday, April 7, 2022

9:00 A.M.

Atlanta City Hall
Committee Room 2

CALL TO ORDER

The regularly scheduled meeting of the **Audit Committee** was called to order on **Thursday, April 7, 2022**, at **9:00 AM** by **Mr. Daniel Ebersole, Vice-Chair**. The following members were present:

INTRODUCTION OF MEMBERS:

Attendees	Status
Danielle Hampton, Chair	Present - Remotely
Daniel Ebersole, Vice Chair	Present
Amanda Beck	Present
Don Penovi	Present
Dargan Burns, III	Present

Others in Attendance:

Auditor's Office: Amanda Noble, City Auditor, Stephanie Jackson, Deputy City Auditor, Micheal Jones, Rebecca Robinson, Myra Hagley, Brandi Bell, Brian Hardman, and Jackie Ragan

Roll Call

Adopt Agenda

Mr. Don Penovi moved to adopt the agenda as presented. Mr. Dargan Burns seconded, and the motion passed unanimously.

Approve minutes for February 3, 2022, meeting

Mr. Burns moved to approve the minutes from the last meeting. Mr. Penovi seconded, and the motion passed unanimously.

Reports for consideration of release

- a. Streetlighting
Ms. Amanda Noble, City Auditor, presented the report to the Committee. Mr. Burns moved to approve the release of the report. Mr. Penovi seconded, and the motion passed unanimously.
- b. Direct Payments
Ms. Noble presented the report to the Committee. Following the discussion, Mr. Penovi moved to approve the release of the report. The motion was seconded by Mr. Burns and passed unanimously by the Committee.
- c. Contract Compliance Follow-Up Testing
Ms. Noble presented the report to the Committee. Following the discussion, Mr. Burns moved to release the report. Ms. Amanda Beck seconded, and the motion passed unanimously by the Committee.

Status of current projects

Ms. Noble provided an update on the current projects. The updates were as follow: Streetlighting, Controls over Direct Payments and Testing on Office of Contract Compliance were submitted to the Committee today for approval for release; DWM Management of Inventory and Fixed Assets is in progress and is wrapping up - to be approved at the Committee meeting in June, staff is to confirm today that some missing items have been located; Oracle Timekeeping Configuration is continuing to be observed and three concerns raised by staff have not been addressed; Cashing Handling has a target date to go to management in late May; Employee Benefits - staff is not looking at the pension side but focusing on the health side; Beltline Special Services is being reviewed in order to get a good understanding of the flow; Solid Waste Services - staff is getting ready to start; Grants Management – anticipating starting in June; Aviation Facilities Maintenance Management of Inventory and Fixed Assets has been pushed back to allow the department to continue the clean up of Maximo; Business Licensing's entrance conference has been completed; ATL311 and Scooter Enforcement has not been assigned; Follow up on Open Audit Recommendations – recommendation portal rolled out and town hall meetings held; Continuous Audit – working with Finance, HR and Procurement on clean up and also drafting policies and procedures.

Audit Follow-up

Ms. Noble stated that since Missionmark has been implemented, 56 recommendations have been closed. Mr. Micheal Jones provided the Committee with updates on Missionmark.

Status of External Financial Audit

- a. Single Audit
Ms. Noble stated that there was one (1) qualified on the report. The Committee requested that Human Resources and Finance be invited to the meeting in June to provide updates on corrective actions regarding material weaknesses.
- b. Contract for FY22
Ms. Noble stated that the contract is in the execution phase, and she is expecting it back tomorrow for the Law Department to review again. The contract will then go through the signature process and should be completed by early May.

Staffing Update

Ms. Noble stated that she sent everyone the Overview for the Auditor's Office that was going to be included in the budget. Ms. Noble informed the Committee that five (5) staff members had resigned **[correction: 4 staff members resigned between October 2021 and January 2022]**, and three (3) vacancies has been filled. Ms. Noble stated that another position has been requested but she has to wait to see if it is approved in the budget.

Return to Office update

Ms. Stephanie Jackson presented the return to office plan to the Committee. Ms. Jackson stated that the staff had resumed the hybrid schedule based on activities and the schedule was changed to still allow flexibility; that core work hours were established between 9:00am and 4:00pm; that mandatory hours are required in the office before and after meetings; and that staff is encouraged to continue to wear mask in the office.

FY23 Budget

Ms. Noble stated that she is expecting to save money on the external auditors and is asking to put a portion of that saving back into personnel.

Reappointment of City Auditor

Mr. Penovi moved to recommend the reappointment of Amanda Noble as Auditor for a five-year term with an increased salary consideration and that Danielle Hampton work with HR to discuss salary. Ms. Beck seconded the motion and the Committee voted unanimously in favor.

Audit Committee reappointments

Ms. Noble updated the Committee on term expiration dates for the members.

Meetings with Mayor and City Council President

Ms. Noble stated that she had sent an e-mail to the Mayor's Deputy Chief of staff but has not heard back. Ms. Noble stated that she has not reached out to the Council President.

Other business

a. City email addresses for Audit Committee members

Ms. Noble updated the Committee on their request for City e-mail addresses. She informed them that the e-mail address could be used to access the Missionmark data base. She informed the members that they should complete the City's Vendor's Access Request form and return to the staff.

Public Comment

There were no comments from the public.

Adjournment

There being no further business, Ms. Beck moved to adjourn. Mr. Burns seconded the motion and the meeting adjourned at 10:47 a.m.