



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

Thursday, September 17, 2020

9:00 A.M.

Public Conference Bridge
(877) 499-2930
Access Code: 4354262

A meeting of the Audit Committee was held remotely on Thursday, September 17, 2020, at 9:05 a.m. via Public Conference Bridge. The following members were present:

Attendees	Status
Marion Cameron, Chair	Present
Daniel Ebersole	Present
Danielle Hampton	Present
Amanda Beck	Present

Others in attendance included:

City Auditor's Office Staff: Amanda Noble, Stephanie Jackson, Matthew Ervin, Randi Hadeen, Micheal Jones, Nia Young and Jackie Ragan

KPMG: Karen Mitchell, Keith Shurbutt

1. Adopt Agenda

Daniel Ebersole moved to adopt the agenda with the addition of a discussion of the performance evaluation process for Amanda Noble before the public comments. Danielle Hampton seconded the motion and the Committee voted unanimously in favor.

2. Approval of Minutes

Amanda Beck moved to approve the minutes of the last meeting on August 21, 2020. Danielle Hampton seconded the motion. The Committee voted unanimously in favor of the motion.

3. Consideration of audit report to be released:

a. Tree Trust Fund

Ms. Beck motioned to release the report with an updated response if provided by management, or without, if an updated response is not provided. Ms. Hampton seconded the motion. The Committee voted unanimously in favor of the motion to release the audit.

4. Develop Audit Committee schedule

Amanda Noble, City Auditor, submitted two options for a regular meeting schedule. The Committee agreed to set a schedule to meet on the first Thursday of every other month except for the month of December. The meeting in December will be scheduled for the third Thursday of the month. The meetings will be adjusted as needed. The next meeting of the Audit Committee will be on the third Thursday of December (December 17, 2020). Mr. Ebersole moved to approve the meeting schedule. Ms. Beck seconded the motion and the Committee voted unanimously in favor.

5. Status of current projects

Ms. Noble provided the Committee with an update on the status of current projects. There are eight (8) projects listed. The five that were released at the last meeting have been removed from the list. Of those audits, three presentations were done and two were being held by Council Committees. The Tree Trust Fund audit will be released and removed from the list. The dates were pushed back on three of the audits. Solid Waste is still on hold.

6. Procurement Timeline

Ms. Noble provided the Committee with information on the procurement timeline for executing a contract. The benchmark for an RFP is 180 days and 120 days for an IFB. The Committee agreed, due to the tight timeframe, that the process should begin in April or May of next year to have an executed contract in place for FY22.

7. Update on request for city email addresses

Ms. Noble stated that she had emailed the AIM's liaison but had not received a response. She will follow-up with a telephone call. The city policy was undergoing a revision.

8. Discussion of annual evaluation of city auditor

Ms. Hampton reported that she had contacted Taci Perkin, in HR, and was provided the form and instructions to prepare an evaluation. Ms. Hampton will share the information with the rest of the Committee.

9. Public Comments

Karen Mitchell, with KPMG, updated the Committee on the status of the audit. She indicated that KPMG is starting the final field work, that the City had provided all trial balances and that they have been able to go on site to receive required scanned documents. KPMG has successfully done everything that they've needed to do.

There being no further business, the meeting adjourned at 9:55 a.m.