

**FULTON COUNTY AUDIT COMMITTEE**

**MEETING MINUTES**

April 27, 2022

Fulton County Government Center  
141 Pryor Street  
4<sup>th</sup> Floor Conference Room  
Atlanta, Georgia 30303

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**OFFICIAL MINUTES**

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Ratification Date: July 12, 2022

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**CALL TO ORDER:** Chairman Bob Ellis 1:02 p.m.

**MEMBERS PRESENT:** Commissioner Bob Ellis, District 2  
Commissioner Lee Morris, District 3  
Robert Koncerak, Audit Committee Citizen Member  
Jay Small, Audit Committee Citizen Member

**ALSO PRESENT:** Anthony Nicks, County Auditor; Queena Jenkins, Deputy County Auditor; Shauna Herbert, Audit Manager; Tracee Shields, Auditor III; Jonnah Williams, Auditor III; Ebony Johnson-Battle, Investigative Analyst; Trina Alston, Title VI Coordinator; Christine McClain, Auditor II; Teneecia Freeman, Auditor I; Jenn Thomas, Chief of Staff to Commissioner Morris; Fred Hoffman, Chief of Staff to Commissioner Ellis; Sharon Whitmore, CFO; David Lowman, Staff Attorney; Kenneth Hermon, Chief Human Resources Officer; Stacey Jones, Deputy Personnel Director; Alicia Perkins, Personnel Supervisor; Melissa Barnett, Employee Benefits Manager; Hakeem Oshikoya, Director of Finance.

**ADOPTION OF AGENDA:** A call was made by Commissioner Bob Ellis, to approve and adopt the agenda. Commissioner Bob Ellis motioned to adopt and it was seconded by Commissioner Lee Morris. **The motion passed by the following vote:**

**Yeas: 4**

**Nays: 0**

**RATIFICATION OF MEETING MINUTES:** The meeting minutes from December 20, 2021 were reviewed, accepted and approved.

**The motion passed by the following vote:**

**Yeas: 4**

**Nays: 0**

The final minutes will be placed on the Office of the County Auditor's website.

**OFFICIAL REPORTS:**

Anthony Nicks, County Auditor, reviewed the 2021 Annual Report and provided details regarding specific audits conducted.

Audit updates were presented by Shauna Herbert, Audit Manager. Ms. Herbert stated the following audits were completed 1). Happy Faces, 2). Gang Prevention Program, 3). Payroll Process Review. Jay Small, Citizen Member, asked if the County Auditor's Office is solely responsible for monitoring compliance of the Payroll Department and Ms. Herbert responded. Kenneth Hermon, Chief Human Resources Officer (CHRO) provided additional details regarding part-time employees' hours. Mr. Small asked about the impact of part-time employees' hours and the impact of overages affecting hourly overages from part-time employees. Mr. Hermon, CHRO, mentioned the development of a dashboard tool to assist departmental managers with ensuring that part-time employees' hours worked did not exceed the maximum threshold. Commissioner Morris highlighted that the Finance and Human Resources Department are in agreement regarding the part-time situation, yet the Human Resources software vendors must address and provide solutions related to this issue. Mr. Nicks shared that the Office of the County Auditor allows 90 days for departments to respond and implement corrective actions before the Office of the County Auditor initiates follow-up for additional information or resolution. Commissioner Ellis reviewed possible scenarios that overages from part-time employees could be presented to the Finance and Human Resources Departments and concluded his observations.

Commissioner Ellis provided a note on the Happy Faces, Inc. vendor. The conclusion is that the contract with the vendor will end and spending authority will be reached via the Registration and Elections Department. The Happy Faces, Inc. vendor does have contracts with other departments within Fulton County.

Ms. Herbert reported that the in-process audits were: 1). Fulton County Jail Aramark Correctional Services, LLC. Follow-Up Audit, 2). HOME Program Audit, 3). Treasury Gift Card Audit, 4). PayCard Program Audit, 5). Purchase Card Audit. Ongoing projects included the Fulton County COVID-19 Emergency Rental Assistance Program (ERAP) and analytical reviews and monitoring of the Purchase Card and Travel Card programs 4<sup>th</sup> quarter.

Commissioner Ellis asked if the Fulton County Jail Aramark Correctional Services, LLC. Follow-Up Audit has produced any responses. Queena Jenkins, Deputy County Auditor, responded that the department sent in their information as requested. Commissioner Morris commented on the HOME audit monitoring response from the department and Commissioner Ellis noted the historical concerns and progress of the monitoring. Mr. Koncerak asked if an event prompted the monitoring of the HOME program and Mr. Nicks stated that this program received continuous monitoring by the Office of the County Auditor.

Tracee Shields, Auditor III, reported that the fourth quarter P-Card and T-Card analyses did not produce any abnormal results.

Ebony Johnson-Battle, Investigative Analyst, discussed the Whistleblower presentation where one case may be presented to the media by the complainant. Several of the whistleblower complaints were reviewed at the request of Commissioner Ellis. Commissioner Morris inquired about the case traffic and Ms. Johnson-Battle replied that it was steady. Mr. Nicks provided details about the research behind the future of the whistleblower line and the steps taken to achieve the goal. Commissioner Morris, Commissioner Ellis and Mr. Nicks discussed the pros and cons of the whistleblower hotline's potential public debut.

Ms. Jenkins presented updates about the Title VI Program. Three site visits have been completed; 1). The Fulton County Board of Health, 2). The Grady Infectious Diseases Program, 3). The DeKalb County Board of Health Early Care Clinic. All of the sub-recipients have maintained an "in-compliance" status. Since January 1, 2022, the language line has received a total of 153 calls with the most requested language being Spanish from the Sheriff, Juvenile Court and Customer Service departments.

Mr. Nicks reported on the ERAP program and stated it was functioning well. The audit team and P&N (vendor) have identified approximately 11 potential fraudulent cases as of March 27, 2022. The Office of the County Auditor has advised the appropriate departments (Housing and Community Development, Legal and Police) to handle future actions. One of the eleven cases has been paid. Funding updates were included in this report.

#### **ANNOUNCEMENTS:**

Ms. Jenkins reported that the TeamMate software migration is going well and that three of the five milestones set before the team have been completed. A go live date has been set for June 3, 2022. Mr. Nicks noted this software will allow the office to utilize the most up-to-date software to provide greater efficiency with a possibility of eliminating other analysis software systems within the department.

Commissioner Ellis asked if any other technology needs were necessary and Mr. Nicks responded. Sharon Whitmore, CFO, inquired if a refresh has been performed and where our office stands in the process.

#### **ADJOURNMENT**

There being no further business, a motion was made by Commissioner Ellis to adjourn and it was seconded. The meeting adjourned at 2:23 p.m.

Respectfully submitted,

DocuSigned by:

*Anthony Nicks*

Anthony Nicks, County Auditor

DocuSigned by:

*Joi Hargis*

Joi Hargis, Audit Coordinator