

FULTON COUNTY AUDIT COMMITTEE

MEETING COMMITTEE MINUTES

December 20, 2021

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: April 27, 2022

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**CALL TO ORDER:** Chairman Bob Ellis 9:04 a.m.

**MEMBERS PRESENT:** Commissioner Bob Ellis, District 2  
Commissioner Lee Morris, District 3  
Robert Koncerak, 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 McNeill, 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.

**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: 3**

**Nays: 0**

**RATIFICATION OF MEETING MINUTES:** The meeting minutes from October 4, 2021 were reviewed, accepted and approved

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

**Yeas: 3**

**Nays: 0**

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

**OFFICIAL REPORTS:**

Audit updates were presented by Shauna Herbert, Audit Manager. Robert Koncerak, Citizen Member questioned the voluminous nature of the Payroll Audit's procedures and Ms. Herbert responded. Discussion regarding the Community Development Department's use of Happy Faces, Inc. was presented and Jonnah Williams, Auditor III, responded. Commissioner Ellis provided additional information about Happy Faces, Inc. as a vendor used in the office for Community Development. Mr. Nicks, County Auditor, stated a draft report will be provided to the Board of Commissioners by January 3, 2022. Mr. Koncerak offered to provide financial controls guidance related to the payroll audit. Ms. Herbert noted that our office is awaiting a response from the Sheriff's Department regarding the Fulton County Jail/Aramark Follow-Up Audit. Additional requests will be made from the Sheriff's Department for these responses.

Analytical reviews of the COVID-19 Emergency Rental Assistance Program are continually being reviewed. Funds have been exceeded at this point and additional funds are being sought. Any potential fraud cases that are discovered by the vendor and will be handled by the authorities.

Mr. Nicks presented a briefing regarding the District Attorney of Fulton County Government's Office status during Covid-19 per the request of Commissioner Hausmann. A baseline was established in 2019 regarding the former District Attorney's Office status and what occurred in 2020 under his leadership. While production may have been slower in 2020, after July, 2020 there was a notable increase of production. He plans on releasing data for a complete three year period to include the current District Attorney's Office production. This comprehensive report is scheduled to be released in January, 2022.

Commissioner Morris discussed the desire for the Office of the County Auditor to review specific line items of the Development Authority of Fulton County. Mr. Nicks welcomed the opportunity.

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

Ebony McNeill, Investigative Analyst, presented Whistleblower results. There were no egregious findings to report.

Trina Alston, Title VI Coordinator, presented updates about the Title VI Program.

**ANNOUNCEMENTS:**

Mr. Nicks hopes to open the Whistleblower hotline to the public and Commissioner Ellis plans to revisit the discussion at the first quarter meeting held in 2022.

TeamMate software will be migrated and updated. Sharon Whitmore, CFO, noted she will follow-up with the Procurement Department for additional details.

Potential candidates for the Audit Committee are being sought to fill one citizen-member seat.

**ADJOURNMENT**

There being no further business, a motion was made by Commissioner Ellis to adjourn and it was seconded. The meeting adjourned at 10:13 a.m.

Respectfully submitted,

DocuSigned by:

*Anthony Nicks*

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Anthony Nicks, County Auditor

DocuSigned by:

*Joi Hargis*

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Joi Hargis, Audit Coordinator