

FULTON COUNTY AUDIT COMMITTEE

MEETING MINUTES

October 11, 2022

Fulton County Government Center
141 Pryor Street
10th Floor Board of Commissioner's Conference Room
Atlanta, Georgia 30303

OFFICIAL MINUTES

Ratification Date: December 15, 2022

CALL TO ORDER: Chairman Bob Ellis 2:04 p.m.

MEMBERS PRESENT: Commissioner Bob Ellis, District 2
Commissioner Lee Morris, District 3
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.

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 July 12, 2022 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. Ms. Herbert stated the following audits were completed 1). Fulton County Jail Aramark Correctional Services, LLC Contract Follow-Up Audit, 2). PayCard Program Audit, 3). Purchase Card (P-Card) Audit, 4). Fuel Card (Wex and James Rivers Cards) Audit and 5). Georgia Security Immigration Compliance Act(GSICA) Audit.

Commissioner Ellis asked if management's responses have been received and if those responses were satisfactory. Anthony Nicks, County Auditor, Queena Jenkins, Deputy County Auditor, and Shauna Herbert, Audit Manager responded regarding management's responses and mentioned the recommendations given to the department. Sharon Whitmore, CFO, added additional detail regarding the financial aspect of the Registration and Elections Department's new process regarding pay cards. Ms. Herbert provided an update on ongoing audits and provided additional information on the Council on Aging Inc. Mr. Nicks added that the organization's leadership has experienced some fluctuation and that the Office of the County Auditor has identified a gap in providing necessary documentation. Ms. Herbert continued her presentation and noted that the Risk Management Audit was in the planning stage. Commissioner Morris asked when an audit was previously performed for this department and the consensus was that there had not been one. Commissioner Ellis asked if Risk Management handles all of Fulton County Government's claims and Ms. Whitmore responded that a third party handles other various claims.

Commissioner Morris asked about the anticipated funds from Cobb County. Ms. Whitmore informed him that the funds had to be returned to the Federal Government, however, should be re-routed from Cobb County and then given to Fulton County.

Commissioner Ellis asked about any significant findings in the analysis of the Purchase Card and Travel Card during the second quarter. Mr. Nicks responded that the second quarter did not produce any abnormal results.

Commissioner Ellis asked about an update on the Whistleblower Hotline and Ebony Johnson-Battle presented her report. Commissioner Morris inquired about a couple of cases and Ms. Johnson-Battle provided detailed information. Commissioner Ellis asked if there were any cases that suggested that any policy or personnel should be addressed and there was a closer review of cases that peaked the Audit Committee's interest. Ms. Johnson-Battle provided clarification of the cases in question.

Trina Alston, Title VI Coordinator, presented updates about the Title VI Program. Two site visits have been completed which are the sub-recipients of the HIV Elimination Program. All of the sub-recipients have maintained an "in-compliance" status. The language line has received a total of 156 calls of which 142 of those callers requested Spanish translations. The Mandarin and Hindi languages have also been requested and the line for the second quarter has been most used by the Sheriff, Juvenile Court, District Attorney and the Magistrate Court.

Teneecia Freeman, Auditor I, reported on the ERAP program and stated it was functioning well. There have been 4,140 approved cases overall and 693 cases were reviewed for the second quarter and of those 18 issues were identified. The portal closed on August 15, 2022 and we are awaiting additional funds to be released to Fulton County Government.

Ebony Johnson-Battle presented a slide deck on the external Whistleblower Hotline. Ms. Johnson-Battle indicated that she worked with several integral internal partners in order to achieve information. She also worked with external partners and compared the inter-workings of their functioning external whistleblower hotlines and/or services. Ms. Johnson-Battle provided examples of the operational structure of other organization's' whistleblower hotlines that were open to the public. Commissioner Morris asked about concerns that may exist from the other organizations' format. Mr. Nicks affirmed that the public hotline could absolutely be provided in conjunction with the Customer Service Department and further discussion with the vendor has indeed taken place, seamlessly. Commissioner Morris inquired about data regarding call volume. Mr. Jay Small, Citizen Member, mentioned that the line needed to be heavily publicized and the specific use for the line would need to be clear. He stated that Navex Global would need to triage the calls by use of questions so that calls would not be frivolous in nature. Commissioner Ellis also encouraged the Office of the County Auditor to view the interface prior to implementation. Discussion continued regarding budget commitments to the public whistleblower hotline and Mr. Nicks stated the public hotline would be a statement of goodwill and transparency from Fulton County Government. Commissioner Ellis proposed a soft launch of the new program.

ANNOUNCEMENTS:

Budget discussions are underway.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Ellis to adjourn and it was seconded. The meeting adjourned at 2:57 p.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