

FULTON COUNTY AUDIT COMMITTEE MEETING

March 30, 2023

Fulton County Government Center
4th Floor
Atlanta, Georgia 30303

MINUTES

Ratification Date: July 13, 2023

CALL TO ORDER: Commissioner Bob Ellis 2:00 p.m.

MEMBERS PRESENT: Commissioner Bob Ellis, District 2
Chairman Robert L. Pitts, At Large
Robert Koncerak (Via Zoom), Citizen Member
Ambuj Jain, 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; Christine McClain, Auditor II; Trina Alston, Title VI Coordinator; Ebony Johnson-Battle, Investigative Analyst; Sharon Whitmore, Chief Financial Officer.

INTRODUCTION:

Commissioner Bob Ellis introduced new citizen member, Ambuj Jain. Citizen member Robert Koncerak provided an introduction and background information for himself as well.

ADOPTION OF AGENDA: A call was made by Commissioner Bob Ellis to approve and adopt the agenda at 2:02 p.m. The motion was seconded by Robert Koncerak, Citizen Member.

The motion passed by the following vote:

Yeas: 3

Nays: 0

RATIFICATION OF MEETING MINUTES: The meeting minutes from December 15, 2022, were reviewed, accepted and approved. A motion was made by Robert Koncerak, Citizen Member, to approve and seconded by Commissioner Bob Ellis to accept the minutes as presented. **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.

NEW BUSINESS:

Internal Audit Updates

Shauna Herbert, Audit Manager, led the discussion surrounding the Internal Audit updates.

Ms. Herbert indicated three (3) audits were completed and released since the last Audit Committee meeting. These audits were the 1) Travel and Training Audit, released on January 5, 2023. The 2) Council on Aging Audit, suspended due to requested information not being received from the Council on Aging. Requested information from the Department of Community Development was received. However, as of January 5, 2023, efforts regarding this audit were suspended until further direction from the Board of Commissioners is received. The 3) Grady Memorial Hospital Memorandum of Understanding Compliance Review, was released on January 18, 2023.

Ms. Herbert also indicated that the team was in the reporting stage of the Risk Management Audit. The expected release date for this audit is April 2023. The Purchase Card Data Analysis Review has been completed and did identify misuse of the Purchase Card. Mr. Nicks provided details regarding this audit. He indicated that the misuse did take place within the IT department, using the vendor, Amazon. He further explained that a thorough review was completed to determine how the misuse occurred. This misuse resulted in a loss of roughly \$11,000. Ms. Whitmore added that the County has since changed the relationship with Amazon and incorporated a business account for future purchases. The Registration and Elections Follow-Up Review is in the reporting stage. A draft report is anticipated by April 2023. The Georgia Security Immigration Compliance Act Audit is in the fieldwork stage. Fieldwork is anticipated to be completed by April 2023. The ongoing projects are as follows; Analytical Reviews are being conducted for the Purchase Card and the Travel Card, using the TeamMate Analytics, data analysis software. The analysis has been completed for both the Travel Card and the Purchase Card for the 4th quarter (October – December). A full comprehensive review of transactions will be completed in coordination with the mandated Travel Card Audit and the Mandated Purchase Card Audit.

Purchase Card and Travel Card Analyses

Ms. Shields explained the process of how the Purchase Card and Travel Card analysis is conducted. Ms. Shields shared the analysis report for both cards for the 4th quarter of 2023.

Whistleblower Hotline/Fraud Hotline Update

Mr. Nicks provided background information regarding the Whistleblower Hotline for the new members. Mr. Jain inquired about the feasibility of opening the hotline up to non-Fulton County

employees. Mr. Nicks advised that the department is still researching all aspects of this undertaking. Ebony Johnson-Battle, Investigative Analyst, explained that the department has developed a link for external reporting of fraud, waste and abuse. Placing the link on the Fulton County website is forthcoming. Ms. Whitmore asked if the County departments will be able to preview the link prior to placing it on the site. Mr. Nicks advised that this topic will be discussed in the Executive Team Meeting. Ebony Johnson-Battle provided information regarding the Whistleblower Hotline new employee presentation. As of March 20, 2023, a total of one hundred twenty-nine (129) presentations have been conducted, with four thousand three hundred eighty-eight (4,388) new employees. Ms. Johnson-Battle further shared that there have been two-hundred and seventy-one (271) cases, of which two-hundred and sixty-eight (268) of them are closed and three (3) are pending. Ms. Johnson-Battle explained how the system categorizes cases. Ms. Whitmore confirmed that the only cases opened are cases received in 2023; Ms. Johnson-Battle agreed. Mr. Jain and Ms. Whitmore inquired about the follow up process when cases are referred to another department. Mr. Nicks explained the timeline of how the department follows up on cases.

Title VI

Trina Alston, Title VI Coordinator, provided background information about the Title VI program for the new members. Ms. Alston explained that the Title VI program is a federally mandated program, initiated by the County in 2011. This program ensures compliance with the Civil Rights Act of 1964. The Title VI program is responsible for written translation throughout the County. As such, there have been four (4) major projects conducted for the first quarter of 2023. Juvenile Courts has utilized the program to translate their records to Spanish. For oral translation, there have been one hundred seventy-four (174) calls needing translation services. Spanish translation is the largest request received through the program. The departments utilizing translation services the most are the Customer Service Department and Juvenile Court.

OTHER BUSINESS:

Ms. Herbert provided an Audit Analysis for the 2023 Audit Plan to display how audits are selected. Mr. Koncerak and Mr. Jain inquired about the department's analysis of key risk indicators and how they impact the audits. Mr. Nicks explained how certain subjects such as policies and procedures, cash handling, board concerns and best practices may drive how audits are selected for the audit plan. He further indicated that a risk assessment of the County will be completed to determine the risk within each department. Additionally, he advised that the drivers of audits have been established within the industry by best practices. Commissioner Ellis requested these best practices be placed on paper before the next meeting to identify any gaps that may be missed, Mr. Nicks agreed.

Ms. Herbert discussed the details of the risk assessment. Commissioner Ellis recommended shifting the risk assessment from a departmental assessment to a broader assessment of identifying areas where risks may exist.

Mr. Nicks discussed the topic of how contracts are being handled. Commissioner Ellis expressed concerns regarding risks surrounding County contracts. Mr. Koncerak discussed the Enterprise Risk Management System used within the banking system. Chairman Pitts and Commissioner Ellis posed questions regarding the department's ability to effectively conduct the audit surrounding contracts or if it should be completed outside of the department. Mr. Nicks advised that the audit can be completed within the department or outside the department. Commissioner Ellis requested the Contract Audit be moved up on the Audit Plan. The department will provide Commissioner Ellis an update on the scope of the audit.

Commissioner Ellis and Mr. Nicks discussed the resources needed to conduct an audit regarding commercial properties (Tax Assessors) as well. If there was a desire to review all commercial properties, additional resources would be needed. Additional inquiries were made regarding the process for obtaining outside resources for the contract audit. Ms. Whitmore recommended looking at the External Auditor's contract with Fulton County to determine if their contract can be used to conduct the audit(s) in question. She further recommended looking into entities that are currently under state contract, that can be engaged. The last option would be to enter the procurement process. Chairman Pitts asked if Mr. Nicks would make the final decision or would the committee make the decision. Mr. Nicks advised that it would be a joint decision with the committee. Commissioner Ellis recommended discussing it further during the next meeting. All parties agreed. Mr. Koncerak discussed having a proactive audit cycle in the future. Management will set a date to meet with Mr. Koncerak to determine best practices.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Ellis to adjourn and was seconded. The meeting adjourned at 3:37 p.m.

Respectfully submitted,

DocuSigned by:


08E7CC7C63A541B...
Anthony Nicks, County Auditor

DocuSigned by:


08FE83A4791E4F8...
Jonnah Williams, Auditor III