



AGENDA

Audit Committee
Wednesday, February 13, 2019
5:30 - 7 p.m.
City Hall, Room 301

- A. Approval of the Tuesday, November 13, 2018 Meeting Minutes
- B. General Overview of the Internal Auditing function
- C. 2018 Work Plan
 - Sheriff's Office
 - Central Services Department – Fleet Management Program
 - Public Utilities Department – Water Business Office
- D. 2019 Work Plan
 - Central Services Department - Animal Control
 - Grant Management and Compliance
- E. General Information Update
- F. Upcoming Meetings; 2nd Wednesday of each month:
 - March 13
 - April 10
 - May 8
 - June 12
 - July 10
 - August 14
 - September 11
 - October 9
 - November 13
 - December 11
- G. Items for Discussion at next meeting

Note: The Audit Committee Meeting is open to the public. However, public comments are not received unless the Committee Chair requests that an individual provide information to the Committee.

AUDIT COMMITTEE MEETING MINUTES

Tuesday, November 13, 2018

Committee Members Present:

Commissioner Diane Bell, Committee Chair
Commissioner Sharyn Dickerson
Commissioner Kelly Girtz
Commissioner Melissa Link

Staff:

Stephanie Maddox, Internal Auditor
Deborah Allen, Recorder
Daniel Jones, Student Intern

Visiting:

Commissioner Mariah Parker
Commissioner-Elect Patrick Davenport
Blaine Williams, Manager
Robert Hiss, Assistant Manager
Jestin Johnson, Assistant Manager
Julia Aman, (UGA) MPA Student
Phillipa Hawker, (UGA) MPA Student

Member(s) Absent:

Commissioner Jared Bailey

Committee Chair Bell called the meeting to order at 4:17 pm.

A. Approval of Minutes:

The Committee unanimously approved the Minutes from the August 21, 2018 meeting.

B. 2018 Work Plan Update:

Internal Auditor Maddox provided a status update on the annual work plan:

- Sheriff's Office
- Central Services Department – Fleet Management Program
- Public Utilities Department – Water Business Office

C. 2019 Work Plan Discussion:

Internal Auditor Maddox provided details relating to those departments/programs under consideration of an audit:

- Central Services - Animal Control
- County-wide Purchasing Card Program
- Grant Management and Compliance
- SPLOST

After a discussion about the Purchasing Card Program, the committee requested Internal Auditor Maddox and Manager Williams to each compose a summary memo pertaining to their thoughts about auditing the Purchasing Card Program.

The Audit Committee agreed to recommend two new audits for the 2019 work plan. A third audit may be added later in the year. An agenda item will be submitted in 2019 requesting Mayor and Commission approval:

- Central Services - Animal Control
- Grant Management and Compliance

The date of the next Audit Committee Meeting will be decided after new committee members are appointed in January 2019.

The meeting adjourned at 5:22 pm.