

**City of Atlanta Governing Board of the  
Office of the Inspector General and the Ethics Office  
January 18, 2024, Meeting Minutes**

The meeting of the City of Atlanta Governing Board of the Office of the Inspector General and the Ethics Office was called to order by Board Chair Nichola Hines at 6:03 p.m.

Attending the meeting were:

- Governing Board members: Nichola Hines (Chair), Todd Gray (Vice Chair), Rebecca Brubaker, Natalie Lewis, Gerry Neumark, Terri Simmons, and Cecily Welch; and
- OIG staff members: Shannon Manigault (Inspector General), Bradford Garvey (Deputy Inspector General for IPro), Felecia Henderson (Director of Information and Outreach), Shelby Williams (Deputy Inspector General for Compliance), and other staff members; and
- Ethics Office staff members: Jabu Sengova (Ethics Officer) and Carlos Santiago (Deputy Ethics Officer), and other staff members

Governing Board member Lisa Liang was absent.

**MINUTES**

1. Ms. Cecily Welch moved to approve the minutes of the November 16, 2023, board meeting. The motion was seconded by Ms. Simmons and unanimously approved by the Board.
2. Ms. Natalie Lewis moved to approve the minutes of the December 9, 2023, board retreat. The motion was seconded by Ms. Brubaker and unanimously approved by the Board.

**ETHICS OFFICER'S REPORT**

**3. Status Report on Activities to Date**

Mr. Robinson reported on program activities and progress related to the Audit Program, the Atlantaga.gov webpage and the Ethics Office's webpage; and a forthcoming risk assessment program.

Ms. Keene reported on the 2022 Financial Disclosure Statement Audit report which was released in November 2023.

Mr. Santiago reported on Investigations and Enforcement. He stated there are currently 13 open ethics matters, and 20 total complaints and reports received from all sources since the last board meeting. Mr. Santiago stated that the Ethics Office has referred five matters to other departments or agencies and received four report backs since the last board meeting.

Ms. Sengova provided a brief preview of the 2023 Ethics Annual Report and

stated that the report will be released prior to the end of the month. Ms. Sengova reported on other areas supporting the Ethics Office's workplan including operations, staffing, ethics office space, advice and training, and public education and outreach.

#### **4. FY24 Budget Report**

Ms. Dawson reported that the Ethics Office is currently spending as budgeted for FY24.

### **INSPECTOR GENERAL'S REPORT**

#### **5. Status Report on Activities to Date**

Mr. Garvey presented a report on activities to date performed by the Independent Procurement Review Division. He stated there have been six reviews initiated since the last board meeting and the Division has issued seven reports during this period. He stated there have been 23 submissions reviewed, and 30 findings with an aggregate contract value of almost \$42.2 million. Mr. Garvey provided comparable numbers from the last period and from the same period in the prior year.

Ms. Williams presented a report on the Compliance Division. She stated there have been 35 complaints received since the last board meeting. Of those, Ms. Williams reported the office has prepared 28 for external referrals to other agencies. She stated the office has 66 active matters. Regarding closed cases, Ms. Williams reported the OIG has closed five cases since the last meeting, one of which yielded an administrative referral. She further stated that one policy and procedure recommendation was issued in connection with the referral. Ms. Williams provided comparable numbers from the last period and from the same period in the prior year.

Ms. Henderson provided an overview of the tools that are being used to mitigate corruption across the city, specifically training. Ms. Henderson stated that the OIG's anti-corruption training has hosted seven presentations and trained 75 employees since the last board meeting. Ms. Henderson provided comparable numbers from the last period and from the same period in the prior year.

Ms. Manigault stated that staff members of the Office of the Inspector General attended the Virtual Fraud Symposium offered by former Governing Board member Vic Hartman and that staff members received eight hours of continuing education credits for attending. Ms. Manigault stated that the office is continuing to work with the Department of Procurement toward acquiring a case management system and that the office is continuing to work through the development of policies and procedures. Ms. Manigault reported that the office is currently hiring one senior investigator.

#### **6. FY24 Budget Report**

Ms. Manigault reported that the Office of Inspector General is currently spending as budgeted for FY24.

## **7. 2023 Annual Report**

Ms. Manigault provided a brief preview of the 2023 Inspector General's Annual Report and stated that the report will be released prior to the end of the month.

### **BOARD OPERATIONS**

There was a brief discussion regarding the Inspector General's request to hire outside counsel for a legal matter, as previously discussed during an executive session held on December 9, 2023.

Ms. Natalie Lewis moved to approve the Inspector General's request to hire outside counsel for a legal matter. The motion was seconded by Dr. Neumark and unanimously approved by the Board.

Having no further business, the meeting adjourned at 7:10 p.m.

### **Governing Board of the Office of the Inspector General and the Ethics Office**