

**City of Atlanta Governing Board of the
Office of the Inspector General and the Ethics Office
November 21, 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 Chair Nichola Hines at 6:09 p.m.

Attending the meeting were:

- Governing Board members: Nichola Hines (Chair), Todd Gray (Vice Chair), Rebecca Brubaker, Lisa Liang, Terri Simmons, and Cecily Welch;
- OIG staff members: Shannon Manigault (Inspector General), Bradford Garvey (Deputy Inspector General for Independent Procurement Review), Shelby Williams (Deputy Inspector General for Compliance), Roslynn Anderson (Business Manager), and Felecia Henderson (Director of Information and Outreach), and other staff members; and
- Ethics Office staff members: Carlos Santiago (Deputy Ethics Officer), and other staff members.

Board members Andrew Cohen, Natalie Lewis and Richard Taylor, and Ethics Officer Jabu Sengova, were absent.

1. Ms. Simmons moved to adjust the agenda by moving the OIG Conference Board Summary from the Board Operations section to the Office of the Inspector General's section. The motion was seconded by Ms. Liang and unanimously approved by the Board.

MINUTES

2. Ms. Brubaker moved to approve the minutes of the September 19, 2024, board meeting. The motion was seconded by Ms. Welch and unanimously approved by the Board.

ETHICS OFFICER'S REPORT

3. Status Report on Activities to Date

Ms. Onabanjo provided a report on Ethics Office training activities. She stated members of the team presented in-person ethics briefings at a New Employee Orientation, and in-person training for employees with limited access to technology (ELAs) working at remote facilities. Ms. Onabanjo stated that as of this date 84% of City Employees have completed their Annual Ethics Training.

Mr. Schukle reported on the success of the Ethics Day Program held on October 29 in the City Hall atrium, featuring board member Dr. Andrew Cohen. Mr. Schukle stated that the Public Information Team has released its Ethics Fall newsletter and is continuing to develop strategies for the Ethics Office's social media accounts.

Mr. Robinson reported on Programs and Active Projects. He stated that the Audit Program automation project is currently in its testing phase and ready to be used for the 2025 financial disclosure season. He stated the case management project

for the investigation team and the risk assessment program for the office are continuing to be developed.

Mr. Santiago reported on Investigations and Enforcement Actions covering the period 9/12/2024 through 11/14/2024. He stated that a total of 33 complaints and reports have been received from all sources since the September board meeting. From those, Mr. Santiago stated that the Ethics Office has opened four new ethics investigations and currently has 24 open ethics matters. Mr. Santiago stated the Ethics Office has closed two ethics investigations. Mr. Santiago submitted monthly reports on ethics investigations to the Board.

4. FY25 Budget Report

Mr. Santiago reported that the Ethics Office is currently spending as budgeted for FY25.

INSPECTOR GENERAL'S REPORT

5. FY25 Budget Report

Ms. Anderson reported that the Office of Inspector General is currently spending as budgeted for FY25.

6. 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 12 reviews initiated since the last board meeting and the Division has issued 18 reports during this period. He stated there have been 76 submissions reviewed, and 83 observations with an aggregate contract value of almost \$708 million. In its Report on Activities, OIG provided comparable numbers from the last period and from the same period in the prior year; OIG circulated copies of Independent Procurement Review Reports from the reporting period in advance of the board meeting.

Ms. Williams presented a report on the Compliance Division. She stated there have been 90 complaints received since the last board meeting. Of those, Ms. Williams reported the office has prepared 27 for external referrals to other agencies. She stated the office has 118 active matters. Regarding closed cases, Ms. Williams reported that the OIG has closed six cases since the last meeting. In its Report on Activities, OIG provided comparable numbers from the last period and from the same period in the prior year; OIG circulated documentation of Compliance closed cases from the reporting period in advance of the board meeting.

Ms. Henderson reported that the OIG has conducted four anti-corruption training sessions for 210 employees since the last board meeting and provided comparable numbers from the last period. Regarding Community Engagement and Recognition, Ms. Henderson reported that the OIG participated in the NPU meetings, the Southeastern Pennsylvania Transportation Authority OIG Speaker Series, the Association of Local Government Auditors Regional Training

Conference, the Midwestern Intergovernmental Audit Forum Virtual Conference, and the Association of Inspectors General Annual Training Conference.

Ms. Manigault stated that OIG is continuing to work on its policies and procedures manuals and on the configuration of its case management system. Ms. Manigault introduced a discussion with the board regarding board members' experience attending the Association of Inspector General Annual Training Conference. During that discussion, board members noted the importance of education regarding offices of inspector general, generally; underscored the need for engagement of subject matter experts to inform City leaders and the public; and voted unanimously in favor of holding a public forum.

BOARD OPERATIONS

The Governing Board entered discussions regarding OIG public engagement and investigative activities, the Task Force Report on Recommendations for Reform, a letter the board planned to draft to the Executive Offices, a special-called board meeting November 26, and the board retreat scheduled for December 14.

7. Ms. Simmons moved to send a summary with proposed verbiage to the Mayor's Office, City Council, the Law Department, the Ethics Office, and the OIG. The motion was seconded by Ms. Brubaker.

Ms. Simmons read the proposed summary as follows:

The Task Force Report states that the board shall not compromise ongoing investigations and shall avoid interference with details and findings of investigations, because this interference will compromise the independence of the OIG and the Ethics Offices. It states that notification to employees is recommended but the Offices should avoid disclosures that could compromise the integrity of investigations. It states investigations should be kept as confidential as possible.

However, many recommendations are contradictory in their application and would ultimately violate confidentiality, best practices and threaten the independence of the OIG and/or the Ethics Offices, and hinder their ability to act without outside influence.

The Board will have a more comprehensive statement forthcoming.

The motion was unanimously approved by the Board.

PUBLIC COMMENTS

8. Duvwon Robinson, Atlanta Citizen.

Having no further business, the meeting adjourned at 10:46 p.m.

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