

**City of Atlanta Governing Board of the Office of the Inspector General
September 15, 2022 Meeting Minutes**

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

Attending the meeting were:

- Board Members Nichola Hines (Chair), Rebecca Brubaker, Gerry Neumark, Terri Simmons and Bing Wang;
- Compliance Division Staff Members Shannon Manigault (Inspector General), Anthony Bennett (Deputy Inspector General) and Roslynn Anderson;
- Independent Procurement Review (IPRO) Division Staff Member Brad Garvey;
- Ethics Division Staff Members Jabu M. Sengova (Ethics Officer), Carlos R. Santiago (Deputy Ethics Officer), Ibi Onabanjo and Raymond Robinson.

MINUTES

1. Ms. Wang moved to approve the minutes of the July 21, 2022 board meeting. The motion was seconded by Ms. Simmons and unanimously approved by the Board.

BOARD OPERATIONS

2. Introduction of new Board Members

Ms. Hines introduced new Board Members Terri Simmons, nominated by the Gate City Bar Association, and Rebecca Brubaker, nominated by the Metro Atlanta Chamber of Commerce.

ETHICS OFFICER'S REPORT

3. Report on 2022 Financial Disclosure Enforcement

Mr. Santiago reported that as of September 15, 2022, there was a 93% overall filing rate for the 2022 financial disclosure season. He further reported that the office issued 172 administrative decisions, of which were 24 administrative dismissals for cause or payments received, and there were 148 remaining delinquent filers. Mr. Santiago reported that \$1600 has been collected in financial disclosure sanctions to date.

4. Status Report on Activities to Date

Ms. Sengova reported on activities that support the Ethics Division Work Plan in the following areas: operations, training, advice, public education and outreach, investigations and enforcement actions, financial disclosure and electronic filing system, and programs and active projects.

Ms. Sengova provided an overview of the recently released 2020 Financial Disclosure Statement Audit Report. She stated that the audit included two tiers of filers including elected officials and high-level employees, employees in the

department of finance, and filers who have been flagged in prior years. Ms. Sengova stated that in total, approximately 10% of filers' statements were audited of which 11 filers were contacted requesting clarification and 6 filers were referred to the Ethics Investigator.

Ms. Sengova also provided an overview of the ethics training program launched in January of 2022. Ms. Sengova stated that ethics training is now mandatory for all city employees. She stated the purpose of the training is to educate city employees about the Code of Ethics and to encourage employees to report ethics violations. Ms. Sengova indicated the deadline for employees to complete the training was May 2, 2022. She stated that by September, the Ethics Division had accomplished an approximate completion rate of 80%, and that to support the field workers, the ethics staff was scheduling training for the respective departments.

5. FY23 Budget Report

Ms. Sengova reported that the Ethics Division is currently spending as budgeted for FY23.

INSPECTOR GENERAL'S REPORT

6. Status Report on Activities to Date - Compliance Division

Mr. Bennett presented a report on activities to date performed by the Office of the Inspector General, Compliance Division. He stated there have been 41 complaints received, which included 24 active cases, and the division has closed one case since the last board meeting.

7. Status Report on Activities to Date – Office of the Inspector General

Ms. Manigault presented a report on activities to date performed by the Office of the Inspector General in the areas of education and training. She reported that 54 employees have received anti-corruption training, and she provided an overview of the office's public awareness campaign. Ms. Manigault further reported on activities in the areas of professional development for staff and hiring of new personnel.

8. Status Report on Activities to Date – IPro Division

Mr. Garvey presented a report on activities to date performed by the Office of the Inspector General, Independent Procurement Division. He stated that there have been 11 solicitations reviews initiated, and 7 reports issued with a contract value of \$277,900,000.

9. FY23 Budget Report

Ms. Manigault reported that the Compliance and Independent Procurement Review Divisions are spending as budgeted for FY23.

Having no further business, the meeting adjourned at 6:57 p.m.



Governing Board of the Office of the Inspector General
Approved November 17, 2022