

**City of Atlanta Governing Board of the Office of the Inspector General
January 19, 2023 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 6:07 p.m.

Attending the meeting were:

- Board Members Nichola Hines (Chair), Rebecca Brubaker, Lisa Liang, Natalie Lewis, Gerry Neumark, Terri Simmons, Bing Wang and Cecily Welch;
- Staff Members Shannon Manigault (Inspector General), Jabu M. Sengova (Ethics Officer), Anthony Bennett (Deputy Inspector General), Carlos Santiago (Deputy Ethics Officer), Bradford Garvey (Independent Procurement Review Manager), and Matt Scofield (Director of Information and Outreach).

Board member Todd Gray was absent.

MINUTES

1. Ms. Brubaker moved to approve the minutes of the November 17, 2022 board meeting. The motion was seconded by Ms. Lewis and unanimously approved by the Board.
2. Ms. Welch moved to approve the minutes of the December 10, 2022 board retreat. The motion was seconded by Ms. Brubaker and unanimously approved by the Board.

BOARD OPERATIONS

3. Introduction of new Board Members

Ms. Hines introduced new Board Member Natalie Lewis, nominated by the Association of Certified Fraud Examiners.

4. 2022 Board Attendance Sheet and 2023 Board Meeting Schedule

The Board reviewed the 2022 board attendance records and the 2023 board meeting schedule. Ms. Liang moved to approve the board meeting schedule for 2023. The motion was seconded by Dr. Neumark and unanimously approved by the Board.

ETHICS OFFICER'S REPORT

5. 2022 Annual Ethics Report (highlights only)

Ms. Sengova provided an overview of the Ethics 2022 Annual Report to be

released before the end of January. Ms. Sengova reported that the number of requests for advice is trending upward. She reported that the Ethics Division has amended two of its existing advisory opinions which can be located on the Ethics website. She outlined three open positions in the office and provided a review of the Division's online and in-person training efforts which provided training for 7,301 employees during 2022. Regarding the 2022 Financial Disclosure season, Ms. Sengova reported that 93% required filers completed their statements and 89% did so timely. Ms. Sengova summarized matters investigated following complaints received by the Division. She provided an overview of complaints submitted through the Integrity Line and advised that the number of complaints received in 2022 was approximately double the number received in 2021.

6. 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, hiring of new personnel, and programs and active projects.

7. FY23 Budget Report

Ms. Sengova reported that the Ethics Division is currently spending as budgeted for FY23. She reported that negative figures in the budget reflect the Ethics Divisions' expansion project, including its build-out and furnishings.

INSPECTOR GENERAL'S REPORT

8. Preview of areas covered in Annual Report

Ms. Manigault presented a preview of items that will appear in the Inspector General's 2022 Annual Report and stated that the report will include the Independent Procurement Review, despite it not being required by the Code, and will cover the background of the office, training and outreach conducted by the office, and resources obtained.

9. Status Report on Activities to Date - IPro Division

Brad Garvey, IPro Manager, presented a report on activities to date performed by the Office of the Inspector General, Independent Procurement Division. He stated that there have been 10 solicitations reviews initiated, including four for Aviation, two for Transportation, one for Enterprise Assets Management, one for Police, one for Watershed and one for Information Management. Mr. Garvey reported that IPro published seven reports with an aggregate contract value of \$54.6 million and reviewed 15 submissions since the last board meeting. Of the reports issued, Mr. Garvey stated that five were special procurement reviews which have fewer steps and progress more quickly. Mr. Garvey reviewed the findings from the reviews.

Mr. Garvey stated that in the 2022 Annual Report, IPro will summarize the reports issued, the aggregate value and findings, and any associated trends and

risks. He stated that in 2022 IPro published 47 reports of which 22 were for Aviation and eight were for Watershed. He stated that the estimated value of the solicitations was approximately \$1.25 billion with 133 findings during 2022.

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

Ms. Manigault spoke briefly regarding the Virtual Fraud Symposium attended by both Compliance and IPro, hosted by the Behavioral Forensics Group, the ACFE, and former Governing Board Member Vic Hartman.

11. 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 that there have been 54 complaints received since the last board meeting. He stated the Compliance Division has 32 active matters and has closed two cases. Mr. Bennett stated the Compliance Division has received three external referrals and one administrative referral. Mr. Bennett also provided a summary of the two closed cases.

Mr. Bennett provided a brief overview of the Compliance Division's segment of the 2022 Annual Report including an intake of 197 complaints through its website portal and emails. Mr. Bennett reported that 18 cases were closed during 2022 with cases open an average of 213 days. He stated that the Compliance Division provided 13 policy and procedure recommendations to city departments during 2022.

Matt Scofield, Director of Information and Outreach, highlighted the work of the Compliance Division's Education and Outreach to include working with JacobsEye, a public awareness campaign consultant. He stated that the Office is refining its messaging to establish a focused identity as the Office of Inspector General. He stated that the office has partnered with ATL311 and redirected website traffic from atlantaga.gov to the Office of the Inspector General website for reporting of waste, fraud and abuse.

Ms. Manigault completed the report of the Office of the Inspector General by summarizing the value in hiring interns to support the office. Ms. Manigault also reported on the anti-corruption training launched for city departments.

12. FY23 Budget Report

Ms. Manigault reported that the Compliance and Independent Procurement Review Divisions are spending as budgeted for FY23. She indicated that negative figures were from the extra help line was an administrative error, as well as items with anticipated spending amounts for which monies had not been transferred to the appropriate account.

Having no further business, the meeting adjourned at 7:30 p.m.

Governing Board of the Office of the Inspector General