

**City of Atlanta Governing Board of the Office of the Inspector General
March 16, 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 6:02 p.m.

Attending the meeting were:

- Governing Board members Nichola Hines (Chair), Natalie Lewis, Terri Simmons, Bing Wang and Cecily Welch;
- OIG staff members: Shannon Manigault (Inspector General), Bradford Garvey (Deputy Inspector General), and other staff members;
- Ethics Division staff members: Jabu M. Sengova (Ethics Officer), and other staff members.

Board members Rebecca Brubaker, Todd Gray, Lisa Liang and Gerry Neumark were absent.

MINUTES

1. Ms. Wang moved to approve the minutes of the January 19, 2023 board meeting. The motion was seconded by Ms. Simmons and unanimously approved by the Board.
2. Ms. Lewis moved to approve the minutes of the February 21, 2023 special called 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. 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. Ms. Sengova reported that the office recently hired an executive assistant. She reported that the office has published and distributed its 2022 annual report and was working in collaboration with the Department of Procurement to create an onboarding ethics video to be posted to their supplier portal which will be required viewing for new vendors as they are onboarding.

Ms. Sengova reported that two investigations cases had been closed since the last board meeting. Ms. Sengova also reported on the 2023 financial disclosure filing season which included 3,671 required filers, 250 more than in 2022, which included 3,421 required filers. Ms. Sengova reported that the Ethics Division had placed a hold on the accounts of nonfilers and late filers who failed to file in 2022 or pay the assessed fine to prevent these individuals from filing in 2023 prior to contacting the Ethics Division. Finally, Ms. Sengova reported that one of the Division's active projects is to acquire a vendor to create an automated auditing

process to assist in identifying potential conflicts of interest.

4. 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 some accounting errors that the finance department is working to resolve.

INSPECTOR GENERAL'S REPORT

5. Status Report on Activities to Date - IPro Division

Brad Garvey, Deputy Inspector General, IPro Division, presented a report on activities to date performed by the Office of the Inspector General, Independent Procurement Division. He stated that there have been 16 solicitations reviews initiated, including eight for Aviation, five for Watershed, two for Public Works and one for APD. Mr. Garvey reported that IPro published four reports with an aggregate contract value of approximately \$12 million and reviewed 12 submissions since the last board meeting.

Mr. Garvey stated that IPro is currently reviewing its internal governance to include updating workpapers and referencing the system to ensure alignment between risk areas and reports issued. He stated that after updating the workpapers, IPro will develop Standard Operating Procedures that govern using a risk-based approach. Mr. Garvey stated that IPro will receive training from the US Department of Justice Procurement Collusion Strike-Force. He also stated that IPro plans to compile quarterly aggregate reports moving toward building a more detailed summary of findings and their types.

6. Status Report on Activities to Date – Compliance Division

Ms. Manigault presented a report on activities to date performed by the Office of the Inspector General, Compliance Division. She stated the Compliance Division has 33 active matters and has closed three cases since the last board meeting. She stated that of the cases closed, one was a safety issue regarding the Department of Watershed's computer controls which provide access to water pump controls. She stated the second case regarded a former City of Atlanta employee that had allegedly falsified information on her employment application and was also working fulltime for another government entity. Ms. Manigault stated the third case involved a former city employee who appeared to be receiving improper salary payments from the city after she had left the city and was no longer eligible to receive pay.

Ms. Manigault provided a review of the compliance division's case management system and stated that the office is currently in the process of procuring a more extensive and effective system.

Matt Scofield, Director of Information and Outreach, highlighted the work of the Compliance Division's Education and Outreach which includes preparing to launch a public awareness campaign, to include a logo, a brand re-fresh and an

ad campaign. He stated the campaign's goal is to provide public awareness regarding the Office of the Inspector General. Mr. Scofield further stated that the Office of Inspector General has recently partnered with the New York State Department of the Inspector General and other Offices of the Inspector General to discuss President Biden's remarks regarding the importance of an Inspector General Office.

Ms. Manigault completed the report of the Office of the Inspector General by highlighting a recent anti-corruption training for leadership of the Atlanta Police Department. She also reported that she has identified a new Deputy Inspector General for Compliance.

7. FY23 Budget Report

Ms. Anderson reported that the Compliance and Independent Procurement Review Divisions are spending as budgeted for FY23. She indicated that deficits are the result of an extra help line which had been mis-coded and has been corrected. In the consulting and professional services accounts, revisions are attributable to the public awareness campaign vendor, subscriptions to Lexis Nexis, and Adobe licenses. Ms. Anderson stated that all funds are anticipated to be utilized before the end of the fiscal year.

Having no further business, the meeting adjourned at 6:54 p.m.

Governing Board of the Office of the Inspector General