

**City of Atlanta Governing Board of the
Office of the Inspector General and the Ethics Office
November 16, 2023, 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 Vice Chair Todd Gray at 6:03 p.m.

Attending the meeting were:

- Governing Board members: Nichola Hines (Chair), Todd Gray (Vice Chair), Rebecca Brubaker, Lisa Liang, 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: Carlos Santiago (Deputy Ethics Officer), and other staff members

Jabu Sengova (Ethics Officer), and Governing Board members Natalie Lewis and Bing Wang were absent.

MINUTES

1. Ms. Cecily Welch moved to approve the minutes of the September 21, 2023, board meeting. The motion was seconded by Ms. Simmons and unanimously approved by the Board.

BOARD OPERATIONS

ETHICS OFFICER'S REPORT

2. Status Report on Activities to Date

Mr. Santiago reported on activities that support the Ethics Office's Work Plan in the following areas: operations, training, advice, public education and outreach, investigations and enforcement actions, financial disclosure, electronic filing system, and programs and active projects. He highlighted the second iteration of the Ethics Office's training course launched at the end of September in Oracle. He reported that currently 5436 employees have completed the course and 260 are "in progress." Mr. Santiago outlined the challenges the Ethics Office faces with ELAs (Employees with Limited Access) completing mandatory ethics training. Mr. Santiago referenced the recently published ethics newsletter and encouraged readers to respond to challenges in the trivia column. Mr. Santiago reported that the audit program is currently auditing 2023 financial disclosure statements.

3. Report on Closed Ethics Matters, July 21, 2023, to present

Mr. Santiago presented the 2023 End of Year Report on Closed Ethics Matters. He stated that the Ethics Office has closed five matters following an administrative final decision and it still has several cases that remain open. Mr. Santiago reported the Ethics Office's actions in the cases that were closed included issuing administrative sanctions of \$6,000, issuing a cease-and-desist letter, and recommending disciplinary action for employees.

4. FY24 Budget Report

Mr. Santiago reported that the Ethics Office is currently spending as budgeted for FY24.

INSPECTOR GENERAL'S REPORT

5. 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 Review Division. He stated there have been 24 solicitation reviews initiated since the last board meeting and the Division has issued 10 reports during this period. He stated there have been 31 submissions reviewed, and 57 findings with an aggregate contract value of almost \$700 million. To be specific, the aggregate contract value ranged from approximately \$100 million to almost \$700 million. The difference in this range was due to \$600 million in employee benefits.

6. Status Report on Activities to Date – Compliance Division

Ms. Williams presented a report on the Compliance Division. She stated there have been 50 complaints received since the last board meeting. Of those, Ms. Williams reported the office has prepared 19 for external referrals to other agencies. She stated the office has 67 active matters. Regarding closed cases, Ms. Williams reported the OIG has closed five cases since the last meeting, four of which yielded administrative referrals. She further stated that 17 policy and procedure recommendations were issued in connection with those referrals.

7. Status Report on Activities to Date – Information and Outreach

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 13 presentations and trained 417 employees to date. Ms. Henderson highlighted a public service announcement that the OIG's office produced for Channel 26 which emphasized the importance of each person's role in mitigating corrupt practices. Ms. Henderson also reviewed the Eyes on ATL Media Campaign which spans across WSTB, 11 Alive, Marta buses and Hartsfield Jackson Atlanta Airport.

8. Status Report on Activities to Date – Infrastructure

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 there has recently been a shift in the manner and timing of IPro report distribution, and the office is taking steps to ensure that reports are part of the record for Council consideration and to guarantee full transparency to the public. Ms. Manigault noted that the office has hired two new individuals since the last meeting.

9. FY24 Budget Report

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

PUBLIC COMMENT

10. Duwon Robinson

Having no further business, the meeting adjourned at 7:06 p.m.

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