

**City of Atlanta Governing Board of the  
Office of the Inspector General and the Ethics Office  
March 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 Board Chair Nichola Hines at 6:05 p.m.

Attending the meeting were:

- Governing Board members: Nichola Hines (Chair), Rebecca Brubaker, Natalie Lewis, Terri Simmons, Richard Taylor, 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), Roslynn Anderson (Business Manager) and other staff members; and
- Ethics Office staff members: Jabu Sengova (Ethics Officer) and Carlos Santiago (Deputy Ethics Officer), and other staff members

Governing Board members Todd Gray (Vice Chair) and Lisa Liang were absent.

## **MINUTES**

1. Ms. Rebecca Brubaker moved to approve the minutes of the January 18, 2024, board meeting. The motion was seconded by Ms. Simmons and unanimously approved by the Board.
2. Ms. Natalie Lewis moved to approve the minutes of the February 15, 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**

Mr. Santiago reported on Investigations and Enforcement. He stated that a total of 20 complaints and reports have been received from all sources since the last board meeting. From those, Mr. Santiago stated that the Ethics Office has opened 7 new ethics investigations and currently has 18 open ethics matters. Mr. Santiago stated the Ethics Office has closed two ethics investigations. Mr. Santiago provided printed copies of monthly reports on Ethics Enforcement containing details for the reporting period.

Ms. Dawson reported on the 2024 financial disclosure filing season. She stated that 2607 individuals are required to file in 2024 and at this date with 11 days remaining in the filing season, there are 1659 timely filers, 89 persons with a financial disclosure statement "in progress" and 859 persons remaining to file. Ms. Dawson stated that those figures yield a current filing rate of 63.6% and that in 2023 the rate was 43.8% at the same point in the filing season.

Mr. Robinson reported on program activities and progress related to Ethics Training for ELAs (Employees with Limited Access to Electronics) and on the Ethics Office's website. Mr. Robinson reported on progress in developing an automated system for auditing city financial disclosure statements, and a forthcoming risk assessment program.

Ms. Sengova stated that the Ethics Office produced the 2023 Ethics Annual Report and stated that talks have begun regarding remodeling existing office space to accommodate a growth in staff.

#### **4. FY24 Budget Report**

Ms. Sengova reported that the Ethics Office is currently spending as budgeted for FY24. She stated that meetings have commenced to discuss the 2025 budget and the operational needs of the office.

### **INSPECTOR GENERAL'S REPORT**

#### **5. 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 25 reviews initiated since the last board meeting and the Division has issued 11 reports during this period. He stated there have been 27 submissions reviewed, and 35 findings with an aggregate contract value of almost \$207 million. Mr. Garvey provided comparable numbers from the last period and from the same period in the prior year. Mr. Garvey provided printed copies of Independent Procurement Review Reports containing results for solicitations and details for the reporting period.

Ms. Williams presented a report on the Compliance Division. She stated there have been 23 complaints received since the last board meeting. Of those, Ms. Williams reported the office has prepared 18 for external referrals to other agencies. She stated the office has 79 active matters. Regarding closed cases, Ms. Williams reported the OIG has closed one case since the last meeting and provided printed copies of its closing memorandum. Ms. Williams provided comparable numbers from the last period and from the same period in the prior year.

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 16 presentations and trained 551 employees since the last board meeting. Ms. Henderson provided comparable numbers from the last period and from the same period in the prior year.

Ms. Manigault stated that the Office of the Inspector General attended career fairs at both Agnes Scott College and with the City of Atlanta Dept. of Human Resources. Regarding training, Ms. Manigault reported that four staff members from the Office of the OIG attended the Association of Inspectors General Institute and each received certifications in their respective courses. Ms. Manigault outlined the OIGs development of Policies and Procedures Manuals for both public facing and internal editions. Ms. Manigault stated that the office

has completed its procurement for a case management system and has entered the configuration phase for the system. Ms. Manigault reported that the office has recently hired one senior investigator. Ms. Manigault noted that devices OIG obtained in connection with investigations, which were the subject of the final OIG agenda item, had been reviewed and that OIG had contacted the City to coordinate their return.

#### **6. FY24 Budget Report**

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

Having no further business, the meeting adjourned at 7:00 p.m.

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