

**City of Atlanta Governing Board of the
Office of the Inspector General and the Ethics Office
May 16, 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 6:01 p.m.

Attending the meeting were:

- Governing Board members: Nichola Hines (Chair), Todd Gray (Vice Chair), Rebecca Brubaker, Andrew Cohen, Lisa Liang, Terri Simmons, and Cecily Welch;
- OIG staff members: Shannon Manigault (Inspector General), Bradford Garvey (Deputy Inspector General for Independent Procurement Review), Felecia Henderson (Director of Information and Outreach), Shelby Williams (Deputy Inspector General for Compliance), and other staff members; and
- Ethics Office staff members: Jabu Sengova (Ethics Officer), Carlos Santiago (Deputy Ethics Officer), Sherry Dawson (Business Manager), and Ray Robinson (Program Manager) and other staff members.

Governing Board members Natalie Lewis and Richard Taylor were absent.

MINUTES

1. Ms. Welch moved to approve the minutes of the March 21, 2024, board meeting. The motion was seconded by Ms. Brubaker. The motion was approved by the Board with two abstentions.
2. Ms. Brubaker moved to approve the minutes of the April 18, 2024, work session. The motion was seconded by Mr. Gray and unanimously approved by the Board.

ETHICS OFFICER'S REPORT

3. Status Report on Activities to Date

Ms. Dawson thanked the board members for their support during the transparent diamond award ceremony which took place immediately preceding tonight's board meeting. Ms. Dawson also publicly thanked the Ethics Office staff and the liaisons for a successful financial disclosure filing season.

Ms. Dawson reported that the 2024 financial disclosure filing season included 2,579 required filers. She stated that 94 percent had filed by the April 1, 2024, filing deadline, which is a 14% increase over the previous year. Ms. Dawson reported that there is an overall filing rate of 96% for 2024 which is a 3% increase over the previous year.

Mr. Santiago reported on Investigations and Enforcement. He stated that a total of 29 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 three new ethics investigations and currently has 18 open ethics matters. Mr. Santiago stated the Ethics Office has closed three ethics investigations. Mr. Santiago submitted monthly reports on ethics investigations to the Board.

Mr. Robinson reported on program activities and progress related to development of the automated financial disclosure audit program, redesign of the ethics office website, development of the case management system for investigations, documentation of the ethics office's standard operating procedures, and a forthcoming risk assessment program.

Ms. Sengova stated that the Ethics Office has begun plans for a restack project to include decluttering and renovating its existing office space. Ms. Sengova reported that the e-learning ethics course will eventually include training for board members and some other specialized e-learning ethics courses. Ms. Sengova stated the office had retained a consultant on an organizational development initiative as the office continues to grow.

4. FY24 Budget Report

Ms. Sengova reported that the Ethics Office is currently spending as budgeted for FY24 and the office's public budget hearing was scheduled for May 21, 2024.

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 12 reviews initiated since the last board meeting and the Division has issued 5 reports during this period. He stated there have been 28 submissions reviewed, and 12 findings with an aggregate contract value of more than \$20.4 million. (In its Report on Activities, OIG provided comparable numbers from the last period and from the same period in the prior year; OIG circulated copies of Independent Procurement Review Reports from the reporting period in advance of the board meeting.)

Ms. Williams presented a report on the Compliance Division. She stated there have been 35 complaints received since the last board meeting. Of those, Ms. Williams reported the office has prepared 7 for external referrals to other agencies. She stated the office has 85 active matters. Regarding closed cases, Ms. Williams reported that the OIG has closed three cases since the last meeting and provided copies of closed matters. (In its Report on Activities, OIG provided comparable numbers from the last period and from the same period in the prior year; OIG circulated documentation of Compliance closed cases from the reporting period in advance of the board meeting.)

Ms. Henderson provided an overview of anti-corruption training. She stated that the OIG had conducted 12 training courses and trained 244 employees since the last board meeting.

Ms. Manigault stated that the Office of the Inspector General is continuing to work on its policies and procedures manuals for both public-facing and internal operations and plans to post the public-facing manual online. Ms. Manigault stated that the OIG is also preparing continuity of operations documents to safeguard the work of the office in case of absences/transitions. With respect to the case management system, Ms. Manigault stated that the office is currently working with its vendor in a configuration phase. Finally, Ms. Manigault stated that the OIG has hired summer interns who have proven valuable.

6. FY24 Budget Report

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

Having no further business, the meeting adjourned at 7:09 p.m.

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