

**City of Atlanta Governing Board of the
Office of the Inspector General and the Ethics Office
July 18, 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), Todd Gray (Vice Chair), Rebecca Brubaker, Andrew Cohen, Lisa Liang, Terri Simmons, Richard Taylor, and Cecily Welch;
- OIG staff members: Shannon Manigault (Inspector General), Bradford Garvey (Deputy Inspector General for Independent Procurement Review), Shelby Williams (Deputy Inspector General for Compliance), Roslynn Anderson (Business Manager), and Felecia Henderson (Director of Information and Outreach);
- Ethics Office staff members: Jabu Sengova (Ethics Officer), Carlos Santiago (Deputy Ethics Officer), Sherry Dawson (Business Manager), Janet Keene (Ethics Analyst), and other staff members; and
- Guest presenter, Karima Grady, City of Atlanta Department of Law

Governing Board member Natalie Lewis was absent.

MINUTES

1. Ms. Simmons moved to approve the minutes of the May 16, 2024, board meeting. The motion was seconded by Dr. Cohen and unanimously approved by the Board.

BOARD OPERATIONS

2. Discussion of Ethics Opinion

Guest Speaker Karima Grady from the City of Atlanta Department of Law facilitated a discussion with the Governing Board on a recent Ethics Opinion addressing the Board's ability to affirm or overturn individual elements of a decision issued by the Ethics Office.

ETHICS OFFICER'S REPORT

3. Status Report on Activities to Date

Ms. Keene provided a report on the 2023 Financial Disclosure Audit Report and on the Ethics Office's Audit Program. She reported on the value of reviewing the statements for potential errors and omissions for the benefit of the public, and highlighted the trends in accuracy and potential omissions noted over the years since the inception of the financial disclosure statement auditing program.

Mr. Santiago provided a mid-year report on 2024 Ethics Complaints and Enforcement covering the period 5/10/2024 through 7/11/2024. He stated that a total of 44 complaints and reports have been received from all sources since the May board meeting. From those, Mr. Santiago stated that the Ethics Office has opened four new ethics investigations and currently has 21 open ethics matters. Mr. Santiago stated the Ethics Office has closed one ethics investigation. Mr. Santiago submitted monthly reports on ethics investigations to the Board.

Ms. Sengova stated that the Ethics Office is continuing the restack project to renovate its existing office space. Ms. Sengova reported that the office has hired an Ethics Advisor, an attorney, who will begin work on August 1. Ms. Sengova reported that she conducted training for the leadership team in the Department of Finance, and that she and the Business Manager attended a Women in Compliance Conference in Atlanta. She reported that the office is continuing professional development for all staff.

4. FY24 Budget Report (close-out)

Ms. Dawson reported that the Ethics Office ended the 2024 fiscal year having spent 95% of the operating budget in the general fund and 100% as projected for the other two funds.

5. FY25 Budget Report

Ms. Dawson reported that the Ethics Office is currently spending as budgeted for FY25.

INSPECTOR GENERAL'S REPORT

6. 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 11 reviews initiated since the last board meeting and the Division has issued 15 reports during this period. He stated there have been 45 submissions reviewed, and 79 findings with an aggregate contract value of more than \$230.6 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 33 complaints received since the last board meeting. Of those, Ms. Williams reported the office has prepared 16 for external referrals to other agencies. She stated the office has 90 active matters. Regarding closed cases, Ms. Williams reported that the OIG has closed one case since the last meeting. 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. Manigault stated that OIG is continuing to work on its policies and procedures manuals and on the configuration of its case management system. In its Report on Activities, OIG reported that it conducted 6 anti-corruption training sessions for 78 employees since the last board meeting and provided comparable numbers from the last period. Finally, Ms. Manigault engaged with the board in a discussion regarding the obstruction of OIG investigations, lack of substantive response from departments regarding the acceptance or rejection of policy and procedure recommendations, and the function and oversight of offices of inspector general.

7. FY24 Budget Report (close-out)

Ms. Anderson reported that the Office of Inspector General has closed the 2024 fiscal year and is anticipating resolution of minor budget deficits due to personnel costs.

8. FY25 Budget Report

Ms. Anderson reported that the Office of Inspector General is currently spending as budgeted for FY25.

Having no further business, the meeting adjourned at 8:35 p.m.

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