

**City of Atlanta Governing Board of the
Office of the Inspector General and the Ethics Office
September 19, 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, Natalie Lewis, 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), and other staff members;
- Ethics Office staff members: Jabu Sengova (Ethics Officer), Carlos Santiago (Deputy Ethics Officer), and other staff members; and
- Guest presenter, Odie Donald, II, Chief of Staff, Office of the Mayor, and Patrise Perkins-Hooker, City Attorney, Department of Law.

MINUTES

1. Ms. Lewis moved to approve the minutes of the July 18, 2024, board meeting. The motion was seconded by Ms. Welch and unanimously approved by the Board.

BOARD OPERATIONS

2. Presentation: Fostering a Culture of Ethical Government

Guest Speaker Odie Donald II, Chief of Staff of the Office of the Mayor, presented: Fostering a Culture of Ethical Government. His presentation outlined various Offices of Inspectors General throughout the country and the history of Atlanta's Ethics Legislation. He outlined Mayor Dickens' "Moving Atlanta Forward," and the administration's areas of concern involving the Office of the Inspector General, the Ethics Office and the Governing Board. He facilitated a lengthy discussion with the Governing Board with input from the City Attorney, Patrise Perkins-Hooker. Chief of Staff Donald requested that his presentation slides be linked to the minutes here: https://cityofatlanta-my.sharepoint.com/personal/ethicsofficer_atlantaga_gov/Documents/Ethics%20Office%20Shared%20Folder/Ethics%20Board/Board%20meeting%20packets%20pre-meeting%20for%20review/Board_packet_2024_11/Fostering_Cultural_Ethical_Govt_Sep_t_2024.pdf

Ms. Hines read the Governing Board's Statement of Concern dated 9/18/2024 addressed to Mayor Andre Dickens and the Task Force for Review of the Process and Procedures of the Office of the Inspector General, the Ethics Office

and the Governing Board, into the record. Ms. Hines also read the Statement of Support dated 9/18/2024 into the record.

BOARD OPERATIONS

3. Ms. Brubaker moved to approve the Statement of Concern addressed to Mayor Andre Dickens and the Task Force for Review of the Process and Procedures of the Office of the Inspector General, the Ethics Office and the Governing Board dated 9/18/2024. The motion was seconded by Ms. Simmons and approved by a vote of 8-0 with one abstention.
4. Ms. Simmons moved to approve the Statement of Support dated 9/18/2024. The motion was seconded by Ms. Lewis and approved by a vote of 8-0 with one abstention.

ETHICS OFFICER'S REPORT

5. Status Report on Activities to Date

Ms. Onabanjo provided a report on Ethics Office training activities. She stated members of the team presented in-person ethics briefings at a New Employee Orientation, for the Mayor's LGBTQ Advisory Board, Commission on Aging and in-person training for employees with limited access to technology (ELAs) working at remote facilities. Ms. Onabanjo stated that as of this date 49% City Employees have completed their Annual Ethics Training.

Mr. Schukle, new Ethics Advisor, reported on Education and Outreach. He stated that the Public Information Team is working on Ethics Office branding and is continuing to develop a strategy for the Ethics Office's social media accounts. He stated that the team will collaborate with the Program Manager's team on new website development. He also outlined an Ethics Day program scheduled for October 29 and stated that board member Dr. Cohen has agreed to speak at the event.

Mr. Robinson reported on Programs and Active Projects. He stated that the Audit Program automation project has reached the testing stage. He stated the case management project for the investigation team and the risk assessment program for the office are continuing to be developed.

Mr. Santiago reported on Investigations and Enforcement Actions covering the period 7/12/2024 through 9/12/2024. He stated that a total of 27 complaints and reports have been received from all sources since the July board meeting. From those, Mr. Santiago stated that the Ethics Office has opened two new ethics investigations and currently has 22 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.

6. FY25 Budget Report

Mr. Santiago reported that the Ethics Office is currently spending as budgeted for FY25.

INSPECTOR GENERAL'S REPORT

7. 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 19 reviews initiated since the last board meeting and the Division has issued 15 reports during this period. He stated there have been 38 submissions reviewed, and 78 findings with an aggregate contract value of almost \$250 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 74 complaints received since the last board meeting. Of those, Ms. Williams reported the office has prepared 25 for external referrals to other agencies. She stated the office has 112 active matters. Regarding closed cases, Ms. Williams reported that the OIG has closed six cases 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. Henderson reported that the OIG has conducted 10 anti-corruption training sessions for 263 employees since the last board meeting and provided comparable numbers from the last period. Regarding Community Engagement and Recognition, Ms. Manigault reported that the OIG participated in the CCI Leadership Breakfast, presented to the Midtown Atlanta Rotary Club, and received recognition from the Taxpayers Protection Alliance.

Ms. Manigault stated that OIG is continuing to work on its policies and procedures manuals and on the configuration of its case management system. Ms. Manigault addressed the board to note OIG's substantive and procedural concerns regarding the presentation by Chief of Staff Odie Donald II and the establishment of the Task Force for Review of the Processes and Procedures of the Office of the Inspector General, the Ethics Office and the Governing Board.

8. FY25 Budget Report

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

BOARD OPERATIONS

The Governing Board addressed two votes taken earlier in the meeting from which a board member abstained. Ms. Hines clarified that city legislation specifies governing board members may not abstain from a vote unless they have a publicly disclosed conflict of interest, and she therefore requested a motion to reconsider the two public votes at issue.

9. Mr. Gray moved to reconsider the public votes on two motions to ratify the “Statement of Concern” addressed to Mayor Andre Dickens and the Task Force for Review of the Process and Procedures of the Office of the Inspector General, the Ethics Office and the Governing Board dated 9/18/24, and the accompanying “Statement of Support.” The motion was seconded by Mr. Taylor and unanimously approved by the Board.
10. Ms. Brubaker moved to approve the Statement of Concern addressed to Mayor Andre Dickens and the Task Force for Review of the Process and Procedures of the Office of the Inspector General, the Ethics Office and the Governing Board dated 9/18/2024. The motion was seconded by Dr. Cohen and approved by a vote of 8-1 by the Board.
11. Ms. Simmons moved to approve the Statement of Support dated 9/18/2024. The motion was seconded by Ms. Lewis and approved by a vote of 8-1 by the Board.

PUBLIC COMMENTS

12. Amy Stout, Atlanta Citizen, Chair of NPU-N, and member of the Atlanta Planning Advisory Board.

Having no further business, the meeting adjourned at 9:33 p.m.

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