

**City of Atlanta Governing Board of the Office of the Inspector General
Minutes of December 10, 2022 Board Retreat**

The 2022 winter retreat of the City of Atlanta Governing Board of the Office of the Inspector General was held at the State Bar of Georgia, 104 Marietta Street, Atlanta, Georgia, 30303.

Attending the retreat were:

- Board Members - Nichola Hines (Chair), Rebecca Brubaker, Natalie Lewis, Gerry Neumark, Terri Simmons and Cecily Welch.
- Compliance Division - Shannon Manigault (Inspector General), Anthony Bennett (Deputy Inspector General), Roslynn Anderson, Marcellus Ball, Antonio Elera, Leverius Glass, Danika Key, Matt Scofield, Chandler Shockley, and Jason Speights.
- Independent Procurement Review (IPRO) Division – Brad Garvey (Manager), Samantha Blake, Melanie Clark, Lizzie Dixon, and Garret Palmer.
- Ethics Division - Jabu M. Sengova (Ethics Officer), Carlos R. Santiago (Deputy Ethics Officer), Sherry Dawson, Joe Hines, Janet Keene, Ariyan Marshall, Larry Mason, Ibidapo Onabanjo, Portia Reeves, and Raymond Robinson

Board members Todd Gray (Vice Chair), Lisa Liang and Bing Wang were absent.

OFFICES OF INSPECTOR GENERAL, IN GENERAL

Ms. Manigault discussed the overall purpose, goals, and needs of offices of inspector general (OIGs). She discussed the history of OIGs and highlighted modern developments in select jurisdictions that culminated in the establishment of OIGs. While touching upon the lack of uniformity of OIGs in authority and construct, Ms. Manigault discussed the common design, principles, and approach at the core of OIGs. Ms. Manigault circulated to the Governing Board hard copies of background materials for the presentation.

GOVERNING BOARD DISCUSSION

Oversight and Authority

Ms. Hines spoke about the importance of oversight of the Governing Board and the potential value in Board members interacting directly with office staff to discuss trends within the city, and progress on various projects. She illustrated the benefit of checks and balances that would be derived from Board and Staff having direct interaction. Ms. Hines noted that this type of interaction would be helpful when Nominating Authorities request a report regarding performance of either office.

Ms. Hines outlined the benefits of establishing sub-committees within the Governing Board. She indicated this would be a “best practice” based on standards for other boards. Ms. Hines also discussed utilizing executive sessions during Board meetings to discuss certain sensitive matters related to the function of the office.

Coordination and Collaboration of Divisions

Ms. Hines discussed the benefits of collaboration between organizations that work together. Citing work performed by the U.S. Government Accountability Office (GAO), Ms. Hines detailed a set of leading practices GAO found to have helped federal, state, local, and private entities collaborate effectively.

Ms. Sengova presented an outline of goals for the Office of the Inspector General Compliance Division and the Ethics Division. Ms. Sengova emphasized the importance of increasing efficiency of both divisions while respecting jurisdictional boundaries of each. She referred to the Integrity Line platform to discuss examples of incoming complaints and the method with which they are handled to avoid duplication and to ensure that all issues are addressed. Ms. Sengova outlined the importance of checks and balances between divisions and report backs between divisions in relevant situations.

ETHICS TRAINING AND REFRESHER

Mr. Santiago reviewed areas covered by the Code of Ethics such as use of confidential information, use of city property, gifts and gratuities, one year cooling off period, and the city's financial disclosure requirements. He also reviewed disclosure forms used by the Department of Procurement for prospective vendors to disclose relationships or financial interests they may have with the city.

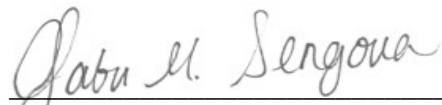
INDEPENDENT PROCUREMENT REVIEW PRIMER

Mr. Garvey provided a review of the legislation supporting the functions of the Independent Procurement Review Division (IPro) which is currently staffed with five people. He outlined IPro's recent findings, the procurement process and associated areas of risk, the value of the contracts IPro reviews, and the City's vulnerability to fraud. Mr. Garvey discussed the resources at stake in the reviews and described weakness in the current procurement process. He spoke about IPro's Charter mandate to review contracts valued at over one million dollars and its potential discretionary reviews. Mr. Garvey stated that he reports his findings directly to the Atlanta City Council to assist them in making contract approval decisions.

COMPLIANCE FUNDAMENTALS

Mr. Bennett provided an overview of the processes implemented in the Compliance Division regarding investigations and proactive reviews. He also reviewed potential allegations in determining fraudulent behavior, and sanctions and penalties that the Division can impose. Mr. Bennett provided specific examples of how the Governing Board would be involved in determining appropriate sanctions. Mr. Bennett presented outcomes from cases investigated in other municipalities to facilitate discussion among Board members and staff.

Having no further business, the meeting adjourned.



Governing Board of the Office of the Inspector General
Approved January 19, 2023