

**City of Atlanta Governing Board of the
Office of the Inspector General and the Ethics Office
May 18, 2023, 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 6:06 p.m.

Attending the meeting were:

- Governing Board members: Nichola Hines (Chair), Todd Gray (Vice Chair), Rebecca Brubaker, Natalie Lewis, Gerry Neumark, Terri Simmons, Bing Wang and Cecily Welch;
- OIG staff members: Shannon Manigault (Inspector General), Shelby Williams (Deputy Inspector General for Compliance), and other staff members;
- Ethics Office staff members: Carlos Santiago (Deputy Ethics Officer), and other staff members; and
- Counsel to Board, Amber Robinson, City Law Department

Board member Lisa Liang was absent.

MINUTES

1. Ms. Welch moved to approve the minutes of the March 16, 2023, board meeting. The motion was seconded by Ms. Lewis and unanimously approved by the Board.

ETHICS OFFICER'S REPORT

2. Status Report on Activities to Date

Mr. Santiago reported on activities that support the Ethics Office's Work Plan in the following areas: operations, training, advice, public education and outreach, investigations and enforcement actions, financial disclosure, electronic filing system, and programs and active projects. He reported that the City Council and Mayor recently approved legislation to restore the full independence of the Ethics Office. He also reported that the Ethics Office is planning a celebration to commemorate its 20th year.

Mr. Santiago reported that there are currently 10 open ethics matters being investigated and monitored, and the office has received 18 new Integrity Line reports. He stated that the office staff has been developing a Standard Operating Procedure manual to capture historical and current knowledge and for succession planning. Mr. Santiago reported that the program manager has solicited proposals to develop automation applicable to our audit program.

3. Update – 2023 Financial Disclosure Filing Season

Mr. Santiago reported that the 2023 financial disclosure filing season included

3,693 required filers, an increase of 266 required filers over the number required to file in 2022. He stated that 81.5 percent had filed by the April 3, 2023, filing deadline, a 2.5% increase over the previous year. Mr. Santiago reported that by the end of the grace period, which ended on April 17, 2023, 93.1 percent of required filers had submitted their statement. He further stated that the current overall filing rate for 2023 is 93.7 percent.

Mr. Santiago reported that the Ethics Office has placed a hold on the accounts of filers who failed to file timely in 2022 or 2023 until such time as they contact the Ethics Office to pay their assessed fine and resolve their delinquency status. He indicated that all delinquent filers have been notified of their delinquent status by mail and email, if available, and the next steps will be to review appeal forms submitted to the Ethics Office for reasonable cause and to issue decisions on appeals received, issue public reprimands or subpoenas to appear before the Ethics Office, as applicable. Mr. Santiago also indicated that the Ethics Office will continue to require payment of fines and payment arrangements, if necessary, for delinquent filers prior to releasing holds on accounts.

4. FY23 Budget Report

Mr. Santiago reported that the Ethics Office is currently spending as budgeted for FY23. He reported that the finance department has reconciled all negative figures that appeared in past reports.

INSPECTOR GENERAL'S REPORT

5. Status Report on Activities to Date - IPro Division

Ms. Manigault presented a report on activities to date performed by the Office of the Inspector General, Independent Procurement Division. She stated there have been 20 solicitations reviews initiated since the last board meeting and 11 reports issued. She stated there have been 29 submissions reviewed, and 47 findings with an aggregate contract value of almost \$168 million.

Ms. Manigault stated that, consistent with prior reports, IPro is reviewing its internal governance with revisions to its review process and is beginning to prepare quarterly aggregate reports to identify systemic trends and issues.

6. Status Report on Activities to Date – Compliance Division

Ms. Manigault introduced the new Deputy Inspector General for Compliance, Shelby Williams. Ms. Manigault stated that the Compliance Division currently has 38 active matters. She stated that no matters have been closed since the last board meeting but there are many currently in the pipeline soon to be closed.

Ms. Manigault stated the case management resource that is being procured for the Compliance Division is expected to be operational within the next few weeks. She stated that the Division continues to work on a public awareness campaign,

which is expected to launch in early June. Ms. Manigault stated that there are two vacancies in the Office of the Inspector General and that both positions are posted.

7. FY23 Budget Report

Ms. Manigault reported that the Compliance and Independent Procurement Review Divisions are spending as budgeted for FY23. She indicated that the office is working to secure purchases that should get spending down for the remainder of the fiscal year.

BOARD OPERATIONS

8. Appeals / Motions to Quash

Please refer to video recording located at:

<https://play.champds.com/atlantaga/event/214> (beginning 32:36, ending 1:10:38)

9. Personnel Matters (Executive Session)

Dr. Neumark moved to adjourn to Executive Session. The motion was seconded by Ms. Brubaker and unanimously approved by the Board.

The regular meeting resumed at 8:22 p.m. Ms. Hines executed an affidavit stating the topic discussed during Executive Session included personnel matters related to the Office of the Inspector General.

Having no further business, the meeting adjourned at 8:24 p.m.

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

EXECUTIVE SESSION AFFIDAVIT

CITY OF ATLANTA GOVERNING BOARD OF THE OFFICE OF THE INSPECTOR GENERAL
AND THE ETHICS OFFICE

AFFIDAVIT OF CHAIRPERSON NICHOLA HINES

Nichola Hines, Chairperson of the Governing Board of the Office of the Inspector General and the Ethics Office, states under oath that the following is true and accurate to the best of her knowledge and belief:

1.

The City of Atlanta Governing Board of the Office of the Inspector General and the Ethics Office met in a duly advertised meeting on May 18, 2023.

2.

During such meeting, the Board voted to go into executive session.

3.

The executive session was called to order at 7:19 p.m.

4.

The subject matter of the executive session portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

Personnel matters w/ the Office of the
Inspector General.

This 18th day of May, 2023.

Nichola Hines, Chairperson, City of Atlanta Governing Board of the Office of the Inspector General and the Ethics Office

Sworn to and subscribed before me this 18th day of May, 2023.

Sherry Halsey Dawson, Notary Public

My commission expires: April 30, 2024



SHERRY HALSEY DAWSON
NOTARY PUBLIC
DeKalb County, Georgia
My Commission Expires
April 30, 2024