

**City of Atlanta Governing Board of the  
Office of the Inspector General and the Ethics Office  
July 20, 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, Lisa Liang, Terri Simmons, Bing Wang and Cecily Welch;
- OIG staff members: Shannon Manigault (Inspector General), Bradford Garvey (Deputy Inspector General for IPro), Shelby Williams (Deputy Inspector General for Compliance), and other staff members; and
- Ethics Office staff members: Carlos Santiago (Deputy Ethics Officer), and other staff members

Ethics Officer Jabu M. Sengova, and Governing Board member Gerry Neumark were absent.

## **MINUTES**

1. Ms. Welch moved to approve the minutes of the May 18, 2023, board meeting. The motion was seconded by Ms. Lewis and unanimously approved by the Board.
2. Ms. Liang moved to approve the minutes of the June 15, 2023, board meeting. The motion was seconded by Ms. Wang and unanimously approved by the Board.

## **BOARD OPERATIONS**

### **ETHICS OFFICER'S REPORT**

#### **3. 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 Ethics Office held its 16<sup>th</sup> annual Transparent Diamond Award ceremony and is continuing to plan its 20<sup>th</sup> anniversary celebration. Mr. Santiago reported that the Ethics Office has received \$2750 in 2023 financial disclosure fine payments to date and has issued public reprimands to delinquent filers. Mr. Santiago reported that the Ethics Advisor and Deputy Ethics Officer provided training to Interns at the Airport, and that the Ethics Advisor and Program Manager created an Ethics onboarding video for the City's procurement supplier registration website.

Mr. Santiago reported that there are currently 8 open ethics matters being investigated and monitored, and the office has received 28 new Integrity Line reports since the last board meeting.

**4. Update – 2023 Financial Disclosure Enforcement**

Mr. Santiago reported the Ethics Office is now able to work with the City's Department of Revenue to allow the payment of invoices through Oracle, which will allow filers who owe fines to pay through alternate means. He reported there are some individuals who are repeat-non-filers for which the Ethics Office has opened a formal case. He further stated that the current overall filing rate for 2023 is 95 percent.

**5. 2023 Ethics Mid-Year Report on Closed Ethics Matters**

Mr. Santiago delivered a summary mid-year report on closed ethics matters. He described the varying length of time spent resolving each case ranging from 2 months to 6 months and outlined how the office determines fine amounts per case.

**6. FY23 Budget Report (close-out)**

Mr. Santiago reported that the Ethics Office has successfully closed out the budget for Fiscal Year 2023.

**7. FY24 Budget Report**

Mr. Santiago reported that the Ethics Office is currently spending as budgeted for FY24.

**INSPECTOR GENERAL'S REPORT**

**8. Status Report on Activities to Date - IPro Division**

Mr. Garvey presented a report on activities to date performed by the Office of the Inspector General, Independent Procurement Review Division. He stated there have been 17 solicitation reviews initiated since the last board meeting and issued 10 reports during this period. He stated there have been 22 submissions reviewed, and 46 findings with an aggregate contract value of almost \$298 million.

**9. Status Report on Activities to Date – Compliance Division**

Ms. Williams stated that the Compliance Division has received 11 complaints and has closed 8 cases since the last board meeting. She stated there are 44 active matters. Ms. Williams stated that resulting from the closed cases, the Compliance Division has made 3 external referrals, 3 administrative referrals, and 12 policy and procedure recommendations.

## **10. Status Report on Activities to Date – Information and Outreach**

Felecia Henderson, Inspector General Director of Information and Outreach, provided an overview of the recently launched public awareness campaign, reviewed the goals of the campaign, and described its reach.

## **11. Inspector General's Report**

Ms. Manigault reviewed the status of the Infrastructure of the Office regarding policies and procedures development and case management system procurement. With respect to training and conferences, Ms. Manigault highlighted recent training focusing on the REID Technique, and reviewed participation in the OIG Colloquium, COVID-19 Fraud Lessons & Leadership, and the AIG Institute. She stated that there are two vacancies in the Office of the Inspector General and that both positions are posted.

## **12. FY23 Budget Report (close-out)**

Ms. Anderson, Business Manager, reported that the Compliance and Independent Procurement Review Divisions have successfully closed out the budget for Fiscal Year 2023.

## **13. FY24 Budget Report**

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

Having no further business, the meeting adjourned at 7:10 p.m.

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