

**City of Atlanta Governing Board of the
Office of the Inspector General and the Ethics Office
September 21, 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 Vice Chair Todd Gray at 6:01 p.m.

Attending the meeting were:

- Governing Board members: Todd Gray (Vice Chair), Rebecca Brubaker, Natalie Lewis, Gerry Neumark, Terri Simmons, and Bing Wang;
- OIG staff members: Shannon Manigault (Inspector General), Bradford Garvey (Deputy Inspector General for IPro), Felecia Henderson (Director of Information and Outreach), and other staff members; and
- Ethics Office staff members: Jabu Sengova (Ethics Officer), and other staff members

Deputy Ethics Officer Carlos Santiago, Deputy Inspector General for Compliance Shelby Williams, and Governing Board members Nichola Hines (Chair), Lisa Liang, and Cecily Welch, were absent.

MINUTES

1. Ms. Simmons moved to approve the minutes of the July 20, 2023, board meeting. The motion was seconded by Ms. Lewis and unanimously approved by the Board.

BOARD OPERATIONS

ETHICS OFFICER'S REPORT

2. Status Report on Activities to Date

Ms. Sengova 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. She reported that the Ethics Office is working to fill three vacant positions, has completed FY23 performance evaluations and has planned and executed the 20th Anniversary Ethics Office Celebration. Ms. Sengova reported that the Ethics Office has completed redesigning the Ethics Training Course and is expected to launch it during October. Ms. Sengova reported that requests for advice have increased, and that the investigator has continued to investigate 12 open matters and has received 23 new integrity line reports. Ms. Sengova reported that the office has completed the 2022 financial disclosure audits and has sent letters to filers who may have omitted disclosing outside income.

Dr. Neumark moved to accept the Ethics Officer's report. The motion was seconded by Ms. Brubaker and unanimously approved by the Board.

3. FY24 Budget Report

Ms. Sengova reported that the Ethics Office is currently spending as budgeted for FY24.

INSPECTOR GENERAL'S REPORT

4. Status Report on Activities to Date – Information and Outreach

Ms. Henderson provided an overview of the recent outreach efforts made by the Office of the Inspector General, including appearances before professional associations coordinated with the assistance of board member Natalie Lewis.

5. 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 15 solicitation reviews initiated since the last board meeting and the Division has issued 10 reports during this period. He stated there have been 37 submissions reviewed, and 28 findings with an aggregate contract value of almost \$526 million.

6. Inspector General's Report - Compliance Division

Ms. Manigault presented a report on the Compliance Division. She stated there have been 19 complaints received since the last board meeting. Of the 19, Ms. Manigault reported the office has prepared three for external referrals. She stated the office has 52 active matters, and several of them are in the closing stages. Regarding closed cases, Ms. Manigault reported the OIG has closed four cases since the last meeting, two of which yielded administrative referrals. She further stated that two policy and procedure recommendations were issued in connection with one of the closed cases.

Ms. Manigault stated that the OIGs policy and procedure recommendations have been posted on the website of the OIG, and efforts toward procuring the case management system are continuing. Regarding hiring, Ms. Manigault stated that a new investigator was starting the next week, an offer was pending for a performance auditor, and interviews were concluded for a senior investigator. She then introduced Perrish Brown as a newly hired Assistant Inspector General for OIG.

7. FY24 Budget Report

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

PUBLIC COMMENT

8. Duwon Robinson

Having no further business, the meeting adjourned at 6:48 p.m.

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