

M I N U T E S
Audit Services Oversight Committee (ASOC)
Monday, February 23, 2026
Virtual Meeting via Zoom – 3:30 p.m.

The Audit Services Oversight Committee met at the above date and time with the following members present:

Nick Long, Chair, Resident Member
Emily Yeatts, Vice-Chair, Resident Member
Lolita Wynn, CPA, Resident Member
Mayor Leonardo Williams, Council Member
Carl Rist, Council Member
Shanetta Burris, Council Member (alternate)

Also present:

W. Bowman Ferguson, City Manager, City Manager’s Office
Bertha Winbush, Deputy City Manager, City Manager’s Office
Keith Chadwell, Deputy City Manager, City Manager’s Office
Jina Propst, Deputy City Manager, City Manager’s Office
Don Greeley, Director – Department of Water Management
Jeremy “Dirk” Cartner, Assistant Director – Department of Water Management
Sydney Miller, Assistant Director – Department of Water Management
Robert Joyner, Assistant Director – Department of Water Management
Lori Montgomery, Senior Engineering Manager – Department of Water Management
Lisa Mitchell, Senior Engineering Manager – Department of Water Management
Germaine Brewington, Director – Audit Services Department
Sonal Patel, Assistant Director – Audit Services Department
Dredlin Rodriguez, Auditor Principle – Audit Services Department
Marcus Mundy, Auditor Principal – Audit Services Department
Alisha Neblett Thompson, Trainer/Instructional Designer – Audit Services Department
Audrey Eisenstein, Office Manager – Audit Services Department

Chairman Nick Long called the meeting to order at 3:30 p.m.

MOTION: Approval of Minutes of the November 17, 2025 Meeting

Chair Nick Long made a motion to approve the minutes of the November 17, 2025 Audit Services Oversight Committee Meeting. **Mayor Leonardo Williams** seconded the motion. The motion passed unanimously.

There were no adjustments to the agenda.

Dr. Brewington introduced **Council Member Shanetta Burris** as the newest ASOC member. She will be serving as the Council alternate in case other Council Members (**Mayor Leonardo Williams** and **Carl Rist**) are unable to attend the meetings.

Dr. Brewington also congratulated and thanked Emily Yeatts for serving as the new Vice Chair of the ASOC.

SUBJECT: Department of Water Management Contract Management Performance Audit

Dr. Brewington presented the performance audit.

Highlights from the audit included the following:

- Overall, the Department of Water Management (DWM) has adequate controls over contract administration, including compliance monitoring, performance monitoring, fiscal monitoring, and payment monitoring.
- Audit Services staff reviewed evidence to support the monitoring efforts for a total of 11 selected contracts. For each contract reviewed, appropriate documentation existed to support the adequacy of management's monitoring efforts.
- Senior management provided adequate reporting and oversight.

Finding 1

A standard operating procedure (SOP) does not exist to guide effective contract management.

Recommendation 1

The Department of Water Management should develop and implement formal standard operating procedures for contract management that:

- Define roles, responsibilities, processes, and expectations for monitoring contract performance.
- Establish expectations for documentation, performance review, and reporting.
- Include escalation procedures for contract disputes or disagreements.
- Provide training to staff to ensure consistent application.
- Include requirements for Department of Water Management staff to monitor contract funding with Water Management resources even when administered by other departments.

Finding 2

There is a lack of written guidance governing contract amendment decisions.

- According to DWM staff, the department evaluates factors such as scope alignment, request for quote or request for proposal (RFQ/RFP) provisions, and vendor selection criteria to assess if the changes can be executed as an amendment or as a new contract.
- There was no documented evidence that such an assessment or determination was performed by DWM staff.
- The City Attorney’s Office reviews amendments to assess whether a change in scope is material enough to trigger a review of the appropriate procurement method.

Recommendation 2

The Department of Water Management should establish written guidance that includes the following:

- Clearly defined roles, responsibilities, and a review of expectations.
- Defined criteria — such as scope, cost, and nature of the change – to assess whether contract modifications should be executed as an amendment or require a new contract.
- Required documentation of the rationale supporting the amendment versus a new procurement decision.

QUESTIONS

Council Member Carl Rist asked how the contracts that had been selected for review were chosen. **Dr. Brewington** explained that it was a judgmental sample, but they were specifically looking at contracts that had amendments and or change orders; there were both large and smaller contracts included in the sample.

Resident Member Lolita Wynn asked if when other departments that have taken on the role to oversee the contracts, do they have the appropriate expertise to monitor them? **Dr. Brewington** responded yes and gave the example that if there were water lines adjacent to sidewalks or some other infrastructure, individuals from Public Works would be involved. Other departments involved have qualified engineers to properly supervise the projects. Water Management, since they control the money for water projects, needs to confirm though that the funds were being used appropriately; but this would be done in conjunction with other departments who have adequate knowledge and experience to supervise such projects.

Chair Nick Long asked how many people are involved in procurement for the Department of Water Management. **Director Don Greeley** responded that they have about 15 project managers within the Utility Engineering Division in the Department of Water Management, and all are involved in the process. All pay applications get routed through the Assistant Director or the Director himself.

SUBJECT: Q2FY26 Quarterly Reports

Follow-up Audit Recommendations Report

Coming into the second quarter of Fiscal Year 2026, there were 18 open recommendations. By the end of 2QFY26, eight of those recommendations had been implemented, leaving ten open recommendations pending. Two audits still have long-standing open recommendations, but we expect based on the progress that has been made, these remaining recommendations for Disciplinary Actions and Billing & Collections will be implemented by the end of Fiscal Year 2026.

Fraud, Waste, and Abuse Report

In the second quarter of FY26, the Audit Services staff received a total of 12 allegations of which two (2) cases had sufficient information for full investigations, six (6) were classified as referrals, and four (4) were classified as consultations. Of the two cases that were investigated, one was substantiated.

SUBJECT: March 23, 2026 ASOC Meeting

The next ASOC Meeting will be held on March 23, 2026. It will be held in person in the Committee Room in City Hall. The meeting will begin at 3:30 p.m. and we will discuss the Development Review audit. The March meeting will be **Dr. Brewington's** last ASOC meeting after 18 years, so we will have cake and refreshments to celebrate her retirement at the conclusion of the meeting.

Chairman Long mentioned how happy he is when audit recommendations have been implemented because it shows the positive difference we are making in the City. He thanked Dr. Brewington for her service and said he looked forward to celebrating her accomplishments at the next meeting.

Chairman Long adjourned the meeting at 4:07 p.m.

Respectfully submitted by Audrey C. Eisenstein