

## INTEROFFICE MEMORANDUM



**TO:** Anthony Nicks, County Auditor

**FROM:** Felicia Strong-Whitaker, Director *FSW*  
Department of Purchasing & Contract Compliance

**DATE:** July 31, 2020

**SUBJECT:** FY2019 Purchasing Card Audit Report

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Thank you for the opportunity to review and respond to the FY2019 Purchasing Card Audit Report. The Department of Purchasing & Contract Compliance has reviewed the findings and recommendations and our responses are provided below:

### **Finding 1 – Purchasing Card Administrator’s Workload**

#### **Purchasing Response:**

The Department of Purchasing & Contract Compliance request for the Purchasing Card Coordinator position was submitted in 2019 for the FY2020 Budget. The position was approved as part of the FY2020 Budget. However, due to the COVID-19 Pandemic, a hiring freeze was approved by the Board of Commissioners. A copy of the correspondence from the County Manager regarding budgetary and spending control measures as well as a copy of the 2020 Adopted Budget New Positions List is provided as Attachment 1.

### **Finding 2 – Non-Compliance with Mandatory P-Card User Training**

#### **Purchasing Response:**

Upon review, Purchasing has identified 11 additional staff that attended the required 2019 P-Card Refresher Training held on January 11, 2019 but were identified as not in attendance. A copy of the attendance sheets with the names highlighted is provided in Attachment 2. Purchasing is working to develop a web based training platform that will require completion by the Purchasing cardholder and liaisons electronically. Staff will have up to 45 days to complete the training during the End-of-Year Close-out process when the Purchasing Cards are inactivated and prior to the cards being reactivated in the new Fiscal Year. This new initiative will be implemented for FY2020.

### **Finding 3 – Failure to Enforce the P-Card Violations and Penalties**

#### **Purchasing Response:**

The P-Card Administrator has been counseled that enforcement of the regulations as set forth in the Purchasing Card Manual must be adhered to.

### **Finding 4 – Failure to Follow Split Invoices & Single Purchase Transaction Limit Policy**

#### **Purchasing Response:**

Upon review, Purchasing has determined that this was a single occurrence. The finding made was a system generated error and a one-time occurrence in which the system allowed the transaction to go through. Cardholders are strongly made aware of the policy regarding split

purchases. Each card account spend profile in the Bank of America system is created with the single-transaction limit of \$2,499.99.

#### **Finding 5 – Lack of Itemized Receipts**

##### **Purchasing Response:**

Upon review, Purchasing has determined that this was a single occurrence. Cardholders and user departments must use the Purchasing Card Missing Receipt Form provided in the Purchasing Manual while pursuing an itemized/detailed copy of the original invoice/receipt from the vendor.

#### **Finding 6 – Failure to Obtain Proper Signatures for Reconciliation Reports**

##### **Purchasing Response:**

The findings made were duplicate reports delivered directly from the user departments. The reconciliation report would be signed by the cardholder, the Purchasing Card Liaison or their back-up and the Department Head or their designee. Finance routinely does not process reconciliation reports without the proper signatures.

#### **Finding 7 – Failure to Submit Timely Reconciliation Packets**

##### **Purchasing Response:**

User departments and cardholders will be held accountable for late submittals as set forth in the Purchasing Card Manual. The pending transitioning to the Bank of America/Works reconciliation process will eliminate the current paper based process and will ensure a more timely reconciliation submittal process.

#### **Finding 8 – Circumventing Treasury Department Gift Card Policies**

##### **Purchasing Response:**

In all instances justification and approval was provided by Senior Level officials. The purchase was for an approved Fulton County Board of Health program as part of a grant requirement. All user departments are made aware that any need for the purchase of gift cards must be made to and obtained through the Department of Finance-Treasury Division.

#### **Finding 9 – Separation of Duties not Enforced for Cardholders and Liaisons**

##### **Purchasing Response:**

Some user department/divisions only have two employees, thereby making it difficult for compliance. This issue is being reviewed to determine a best practice resolution for all parties involved and a recommendation will be presented to the Internal Auditor for discussion prior to any revisions to the Purchasing Card Manual.

cc: Sharon Whitmore, CFO

## Attachment 1

## INTER-OFFICE MEMORANDUM



**TO:** Agency Heads, Elected Officials, & Constitutional Officers

**THROUGH:** Dick Anderson, County Manager 

**FROM:** Sharon Whitmore, Chief Financial Officer 

**DATE:** April 16, 2020

**SUBJECT:** COVID-19 Response – Budgetary Controls and Spending Control Measures 2020

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As you are aware, the County is responding to the COVID pandemic in a number of ways. We have maintained our employment base while continuing to serve our constituents and customers remotely and in person where required. We have preliminarily identified the need to provide an estimated \$31 million in resource needs associated to the response. In light of the uncertainty around the duration of the current situation and the impact on the County's overall revenue, we have developed a plan to meet this immediate need and take into consideration the County's overall financial condition. The plan accepted by the Board of Commissioners allows for reallocation of funds from within the FY2020 budget and implementation of spending control measures.

The Budgetary Control Policy adopted by the Board of Commissioners on the June 1, 2011 (meeting agenda number 11-0471) authorizes the "County Manager to employ the use of hiring freezes, travel freezes, and other position and spending control measures not specifically excluded by law as appropriate to ensure sound financial management and minimize disruption to services". Effective today, we will begin implementation of the following spending control measures:

- Hard Hiring Freeze
- Fully restrict the use of salary savings
- Suspension of Non-Essential Programs
- Bonuses deferment
- Defer the implementation of ICS and the CCS
- Freeze on travel, training, and hospitality
- Postpone equipment, furniture and non-essential supply acquisition not associated with the COVID response
- Limit use of county vehicles and take home vehicles

Detail for each spending control measure can be found as part of attachment A

These measures will be used to ensure that the County maintains operations during this pandemic, until the revenue picture begins to crystalize. The reserve set aside for soundings will be fully dedicated to address the COVID-19 response. Therefore, any other unexpected expenses resulting as a result of a different emergency/need will have

to be handled within the existing operational budget. We look forward to working with you to ensure least possible impact to the workforce and our citizens.

cc:

Board of Commissioners

Anna Roach, COO

Patrise Perkins Hooker, County Attorney

Hakeem Oshikoya, Finance Director

Ray Turner, Deputy Director of Finance

Sabrina McTier, Controller

Budget Division

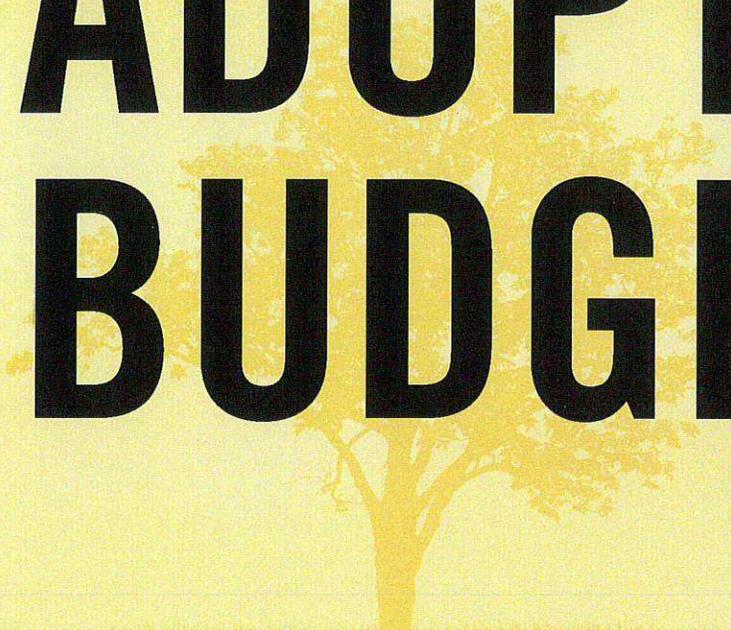
Account Payable Division

James Husserl, Budget Manager

- **Hard Hiring Freeze**  
This will affect all existing vacant positions countywide including elected officials and all future positions vacated between the date of this memorandum and the end of the year. Exemptions will be considered for mission critical positions in the Police, Sheriff, Marshal, Emergency Communications (911), Emergency Services, Medical Examiner departments and county funded positions supporting the BOH. In addition positions in programs mandated and funded by State or Federal Grants in which the County could be penalized for not providing the service will be considered for exemption. Lastly, written offers extended through HR prior to April 15, 2020 will be honored if offer letters are signed and returned to HR by the selected candidate prior to 5 pm April 20, 2020. Offers still pending after the deadline will be rescinded on April 21, 2020. Hiring of seasonal positions will be reviewed thoroughly to assess need given the current situation. Any promotions will also be evaluated on a specific basis. Please contact your HR Consultant Team for support.
- **Current and prospective salary savings will be restricted**  
All realized salary savings to date and any future salary savings to be accumulated between now and the end of the year will be fully restricted.
- **Suspension of Non Essential Programs**  
Suspend non-essential program activities and new initiatives. Funding for these initiatives will be reserved for COVID response.
- **Bonuses**  
All prospective performance and retention bonuses will be deferred indefinitely
- **Delay of ICS and CCS**  
Delay in implementation of the Incremental Compensation Strategy and Chamber Staff Compensation Strategy.
- **Travel, Training and Hospitality Freeze**  
Freeze on travel, training, and hospitality that is not already committed. Any exemptions must be approved by the County Manager's office.
- **Postpone equipment, furniture and non-essential supply acquisition**  
Postpone acquisition of equipment, furniture and non-essential supplies, such as office supplies.
- **Limit use of county vehicles and take home vehicles**  
Limit the use of county vehicles to essential county business and reassess assignment of take-home vehicles

FULTON COUNTY

# 2020 ADOPTED BUDGET



JAN 8 2020

## **New Positions**

**2020 Position Changes - New Positions**

| <b>Pos #</b>                     | <b>Action</b> | <b>Title</b>                           | <b>Fund</b> | <b>Agency</b> | <b>Org</b> | <b>Object</b> | <b>Salary</b> | <b>Effective Date</b> |
|----------------------------------|---------------|--|-------------|---------------|------------|---------------|---------------|-----------------------|
| <b>County Attorney</b>           |               |  |             |               |            |               |               |                       |
| New                              | Establish     | Assistant County Attorney III          | 100         | 235           | 2350       | 100           | \$80,188      | 12/11/2019            |
| New                              | Establish     | Assistant County Attorney II           | 100         | 235           | 2350       | 100           | \$73,131      | 12/11/2019            |
| New                              | Establish     | Paralegal, County Attorney             | 100         | 235           | 2350       | 100           | \$55,487      | 12/11/2019            |
| <b>Dept. for Hiv Elimination</b> |               |  |             |               |            |               |               |                       |
| New                              | Establish     | Health Program Manager                 | 100         | 270           | 2710       | 1000          | \$66,073      | 12/11/2019            |
| <b>Police</b>                    |               |  |             |               |            |               |               |                       |
| New                              | Establish     | Security Specialist                    | 100         | 320           | 5207       | 1000          | \$34,609      | 12/11/2019            |
| New                              | Establish     | Security Specialist                    | 100         | 320           | 5207       | 1000          | \$34,609      | 12/11/2019            |
| New                              | Establish     | Police Evidence & Property Technician* | 301         | 320           | 3205       | 1000          | \$42,507      | 12/11/2019            |
| New                              | Establish     | Police Sergeant                        | 301         | 320           | 3205       | 1000          | \$47,246      | 12/11/2019            |
| New                              | Establish     | Code Enforcement Manager               | 301         | 320           | 5810       | 1000          | \$59,015      | 12/11/2019            |
| <b>Probate Court</b>             |               |  |             |               |            |               |               |                       |
| New                              | Establish     | Court Operations Specialist            | 100         | 410           | 4100       | 1000          | \$40,928      | 12/11/2019            |
| <b>Purchasing</b>                |               |  |             |               |            |               |               |                       |
| New                              | Establish     | Contract Compliance Officer            | 100         | 230           | 2500       | 1000          | \$42,507      | 12/11/2019            |
| New                              | Establish     | Contract Compliance Officer            | 100         | 230           | 2500       | 1000          | \$42,507      | 12/11/2019            |
| New                              | Establish     | Sr. Contract Compliance Officer*       | 100         | 230           | 2500       | 1000          | \$47,246      | 12/11/2019            |
| New                              | Establish     | Sr. Contract Compliance Officer*       | 100         | 230           | 2500       | 1000          | \$47,246      | 12/11/2019            |
| New                              | Establish     | Admin.Coord.I                          | 100         | 230           | 2500       | 1000          | \$40,928      | 12/11/2019            |
| New                              | Establish     | Vendor Coordinator                     | 100         | 230           | 2301       | 1000          | \$34,609      | 12/11/2019            |
| New                              | Establish     | Purchasing Cards Program Coordinator   | 100         | 230           | 2301       | 1000          | \$47,246      | 12/11/2019            |
| <b>Tax Assessor</b>              |               |  |             |               |            |               |               |                       |
| New                              | Establish     | Network Specialist                     | 100         | 240           | 2401       | 1000          | \$45,667      | 12/11/2019            |
| New                              | Establish     | Comm/Indust Property Appraiser         | 100         | 240           | 2402       | 1000          | \$47,246      | 12/11/2019            |
| New                              | Establish     | Comm/Indust Property Appraiser         | 100         | 240           | 2402       | 1000          | \$47,246      | 12/11/2019            |
| New                              | Establish     | Property Appraiser                     | 100         | 240           | 2402       | 1000          | \$47,246      | 12/11/2019            |
| New                              | Establish     | Property Appraiser                     | 100         | 240           | 2403       | 1000          | \$47,246      | 12/11/2019            |
| New                              | Establish     | Geospatial System Anal II              | 100         | 240           | 2403       | 1000          | \$51,958      | 12/11/2019            |
| New                              | Establish     | Appraiser Data Collector               | 100         | 240           | 2403       | 1000          | \$37,768      | 12/11/2019            |
| New                              | Establish     | Appraisal Manager                      | 100         | 240           | 2403       | 1000          | \$73,131      | 12/11/2019            |
| <b>Solicitor General</b>         |               |  |             |               |            |               |               |                       |
| New                              | Establish     | Assistant Solicitor I                  | 100         | 400           | BHIF       | 1000          | \$62,544      | 12/11/2019            |
| New                              | Establish     | Assistant Solicitor I                  | 100         | 400           | BHIF       | 1000          | \$62,544      | 12/11/2019            |
| New                              | Establish     | Social Work Coordinator I              | 100         | 400           | BHIF       | 1000          | \$55,487      | 12/11/2019            |
| New                              | Establish     | Administrative Coordinator I           | 100         | 400           | BHIF       | 1000          | \$40,928      | 12/11/2019            |

*\*Classification does not exist. New classification will be created or an appropriate existing classification will be given.*

## Attachment 2

| Department   | Employee Name            | Cardholder/Liasion | P Card Refresher Training |
|--|--------------------------|--------------------|---------------------------|
| ARTS & CULTURE                                     | Tony Jordan              | Cardholder         | N                         |
| ARTS & CULTURE                                     | CANNON, MARY ELLEN       | Cardholder         | N                         |
| ARTS & CULTURE                                     | MARTIN, LAURA            | Cardholder         | N                         |
| BEHAVIORAL HEALTH                                  | WALKER, ERIKA            | Cardholder         | N                         |
| BOC - RYAN WHITE                                   | CHEEK, JEFF              | Cardholder         | N                         |
| <b>BOC - Ryan White Program</b>                    | <b>Andrea Davis</b>      | <b>Liasion</b>     | <b>N</b>                  |
| Clerk of Superior Court                            | BreAnna Rowland          | Liasion            | N                         |
| CLERK OF SUPERIOR COURT                            | HUDSON, MICHELLE         | Cardholder         | N                         |
| Clerk to The Commission                            | Felisa Cordy             | Liasion            | N                         |
| <b>CLERK TO THE COMMISSION</b>                     | <b>CLEMENTS, MALCOLM</b> | <b>Cardholder</b>  | <b>N</b>                  |
| <b>COMMUNITY DEVELOPMENT</b>                       | <b>ANGALL, MARISKA</b>   | <b>Cardholder</b>  | <b>N</b>                  |
| COMMUNITY DEVELOPMENT                              | PHIFER, LORI             | Cardholder         | N                         |
| <b>Community Services</b>                          | <b>Jonelle Green</b>     | <b>Liasion</b>     | <b>N</b>                  |
| COOPERATIVE EXTENSION                              | BAKER, VON               | Cardholder         | N                         |
| COUNTY ATTORNEY                                    | PERKINS -HOOKER, PATRISE | Cardholder         | N                         |
| COUNTY MANAGER                                     | KALLMYER, MATTHEW        | Cardholder         | N                         |
| COUNTY MANAGER                                     | STEWART, SOPHIA          | Cardholder         | N                         |
| COUNTY MANAGER                                     | WHITMORE, SHARON         | Cardholder         | N                         |
| <b>County Manager - Economic Development</b>       | <b>Samir Abdullahi</b>   | <b>Liasion</b>     | <b>N</b>                  |
| <b>County Manager-Diverstiy &amp; Civil Rights</b> | <b>Marsha McCracken</b>  | <b>Liasion</b>     | <b>N</b>                  |
| District Attorney                                  | Lynne Nelson             | Liasion            | N                         |
| DISTRICT ATTORNEY                                  | HOWARD JR, PAUL L        | Cardholder         | N                         |
| <b>ECONOMIC DEVELOPMENT</b>                        | <b>ABDULLAHI, SAMIR</b>  | <b>Cardholder</b>  | <b>N</b>                  |
| EMERGENCY SERVICES                                 | SWEIGART, CHRIS          | Cardholder         | N                         |
| EMERGENCY SERVICES                                 | MILLSAP, JAMES           | Cardholder         | N                         |
| EXTERNAL AFFAIRS (Broadcast & Cable)               | CORBITT, JESSICA         | Cardholder         | N                         |
| <b>Finance</b>                                     | <b>Alva Burroughs</b>    | <b>Liasion</b>     | <b>N</b>                  |
| Finance  | Esther Kumaka            | Liasion            | N                         |
| <b>Fulton County Board of Health</b>               | <b>Dorothy Cassell</b>   | <b>Liasion</b>     | <b>N</b>                  |
| <b>FULTON COUNTY BOARD OF HEALTH</b>               | <b>CASSELL, DOROTHY</b>  | <b>Cardholder</b>  | <b>N</b>                  |
| FULTON COUNTY BOARD OF HEALTH                      | SANCHEZ, LISA            | Cardholder         | N                         |
| Health & Human Services                            | Erika Williams- Walker   | Liasion            | N                         |
| <b>Health &amp; Human Services</b>                 | <b>Faye Hawkins</b>      | <b>Liasion</b>     | <b>N</b>                  |

2019 Refresher Training Attendance Sheet

January 11, 2018  
9:30-12:00

|    | Name               | Department            | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|----|--------------------|-----------------------|---------------|------------------------------|------------------|
| 1  | Rochina Burns      | Tax Assessors         | 26454240      | P-Card                       | 26454            |
| 2  | LaGayle Bennett    | Tax Assessors         | 240           | T-Card                       | 23142            |
| 3  | Alexis Leonard     | Dept-Fulton/Worflow   | 118           | T-Card                       | 35204            |
| 4  | Yolanda Williams   | DREAM                 | 520           | P-Card-T-Card                | 26893            |
| 5  | Mark Wade          | DREAM                 | 520           | P-Card                       |                  |
| 6  | Darlene Davis      | Tax Assessor          | 240           | P-Card/T-Card                | 26437            |
| 7  | GLENN SMITH        | PUBLIC WORKS          | 540           | P-CARD                       | 29413            |
| 8  | Monelle Akon-Brown | Community Development | 121           | P-Card/T-Card                | 08088            |
| 9  | Florene Thornton   | DREAM                 | 520           | P-Card/T-Card                | 5915             |
| 10 | Dianne Saint-Elie  | Public Wks            | 540           | P-Card                       | 0224             |
| 11 | Sherry Davis       | PW Sewer S/MOC        | 540           | P-Card                       | 20208            |
| 12 | Mike Loggins       | PW                    | 540           | P-Card                       | 20191            |
| 13 | Alfred Lewis       | PW                    | 540           | P-Card                       | 29477            |
| 14 | Erica Hill         | FIN                   | 210           |                              |                  |
| 15 | Jelicia Collins    | Finance               | 210           |                              |                  |
| 16 | B. Jennings        | Public Works          | 540           | P-Card                       | 4/6/2-0837       |
| 17 | CALVIN GAMBLE      | DREAM                 | 520           | P-CARD                       | 4/6/2-2254       |
| 18 | FATIMAH HINDS      | FINANCE               | 210           | P-CARD                       | 404-612-7992     |
| 19 | MALDEN CLEMENTS    | ROC                   | 110           |                              |                  |
| 20 | KAGUANYA MEEMS     | FINANCE-AP            | 210           | AP                           | 27636            |

2019 Keresner Training Attendance sheet

January 16, 2018  
9:30-12:00

|    | Name                   | Department            | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|----|------------------------|-----------------------|---------------|------------------------------|------------------|
| 1  | Guliana Harris         | Purchasing            | 230           | N/A                          | 404 612 5907     |
| 2  | Lisa Hawkins           | Finance               | 210           | <del>P-Card</del>            | 404.613.10756    |
| 3  | Chaine Smith           | Police                | 320           | Tc/PC                        | 4)613-5710       |
| 4  | Delia Dickerson        | Police                | 320           | Tc/PC                        | 404-613-7906     |
| 5  | Crystal Wilder         | State Court           | 420/421       | T-Card                       | 404-613-5046     |
| 6  | Tyrone Cobley          | State Court           | 420/481       | P-CARD                       | 404-612-8880     |
| 7  | Lucinda Iyer-McShane   | Marshal's Dept        | 419           | P-Card                       | 404-612-4479     |
| 8  | Fantella Monty-Harrell | Marshal's Dept        | 419           | T-Card                       | 404-612-9378     |
| 9  | Salondia Aveni         | Arts & Culture        | 181           |                              | 404-613-9012     |
| 10 | Aisa James             | Finance               | 210           |                              |                  |
| 11 | R Ronda Sanchez        | FINANCE               | 210           | P-CARD                       | (4)612-7695      |
| 12 | Jamano Walker          | Senior Service        | 183           | P-card + T-card              | (909)613-0063    |
| 13 | Michael Sheats         | County Mgr.           | 118           | P & T Card                   | X28758           |
| 14 | Natasha Rosser         | Info. Tech            | 220           | T-Card                       | 404-613-0650     |
| 15 | Chonthera Hampton      | Info. Tech.           | 220           | P-Card                       | (4)612-9103      |
| 16 | Sheng Willis           | Info Tech             | 220           | P-card                       | (4)612-7296      |
| 17 | BARBARA JENNINGS       | Public Works          | 540           | P-Card                       | 4/612-0837       |
| 18 | Ryan Vice              | Clerk of Superior Ct. | 470           | P-Card                       | 4/612-4882       |
| 19 | Jared Young            | Clerk of Superior Ct  | 470           | F-Card                       | 4/612-0084       |
| 20 | Cynthia Johnson        | Public Works          | 540           | T-Card                       | 4-612-4198       |

2019 Refresher Training Attendance Sheet

January 11, 2018  
9:30-12:00

| Name                  | Department        | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|-----------------------|-------------------|---------------|------------------------------|------------------|
| 1 Valeri Stoyd        | Purchasing        | 230           | P-Card                       | X29169           |
| 2 Wonne Frecke        | Finance           | 210           |                              | X27797           |
| 3 Trina Chanmy        | Cooperative Ext   | 650           | both                         | 417624077        |
| 4 Ray Wooten          | Public Works      | 540           | P card                       | 4) 612-7547      |
| 5 Charlene B Wallace  | Meriffs Office    | 330           | P & T Cards                  | 4 612-6766       |
| 6 Yaniska Badwin      | Regs + Election   | 265           | T-Card/Pen                   | 2-7027           |
| 7 Tamikia Moss        | Solicitor-General | 400           | P-Card                       | 4-612-6955       |
| 8 Patrick Pashy       | Public Works      | 540           | P-Card                       | 4-612-9429       |
| 9 Frederick Hoff      | Finance           | 210           |                              | 2                |
| 10 Shirley Glickson   | Med Examiner      | 340           | P-Card                       | 613-4409         |
| 11 Kavishwa Bentley   | Med Exam          | 30            | P-Card                       | 613 4406         |
| 12 Karen Dudley Stone | F & M D           | 419           | P-Card                       | 612-9            |
| 13 Almeta Dixon       | Solicitor         | 400           | P & T-Card                   | 31029            |
| 14 Lee Murrell        | BOC/Clerk         | 110           | L-Murrell                    | 8246             |
| 15 Nikky Refuson      | BOC/Clerk         | 110           | N Refuson                    | 6-6622           |
| 16 Anthony Slouey     | Finance           | 210           |                              | 63475            |
| 17 Donna Beard        | DSS               | 183           | P-card                       | X29504           |
| 18 Yvette Grayson     | DSS               | 183           | P-Card                       | 27758            |
| 19 J. KIER Frawell    | DREAM             | 520           | P-CARD                       | x 9500           |
| 20 Deborah Jackson    | DREAM 520         | 520           | Purchasing Card              | 24870            |

2019 Refresher Training Attendance Sheet

January 11, 2018  
9:30-12:00

|    | Name               | Department             | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|----|--------------------|------------------------|---------------|------------------------------|------------------|
| 1  | Lakeshia Brackett  | DREAM                  | 530           | P-Card                       | 404-612-5523     |
| 2  | Erin Smith-Stevens | Arts                   | 181           | P-Card/T-Card                | 28190            |
| 3  | Corlette Bantz     | Public Works           | 540           | P-Card                       | 404-612-8097     |
| 4  | Gwen Brantley      | Public Works           | 540           | P-Card                       | 404-612-6879     |
| 5  | Lindera Pope       | Tax Commissioner       | 245           | P-Card                       | 404-613-0075     |
| 6  | Brenda McClouid    | Registration/Elections | 265           | P-Card                       | 404-612-7009     |
| 7  | Diana DeVaughn     | Purchasing             | 230           | T-Card                       | 4-612-6815       |
| 8  | JAMES A. FLETCHER  | JUVENILE COURT         | 405           | T-Card                       | 4-613-4826       |
| 9  | Wanda Wright       | Suicide Court          | 405           | P-Card/T-Card                | 4-613-4543       |
| 10 | Kenneth Heriman    | HR Dept                | 215           | P-Card/T-Card                |                  |
| 11 | Carole Sykes       | Art&Culture            | 181           | P-Card                       | 4 613 9021       |
| 12 | Tyana Young        | DA's office            | 480           | T-Card                       | 4 612 4945       |
| 13 | Darkia Wilson      | Tax Commissioner       | 245           | P-Card                       | 4-613-7666       |
| 14 | Mamela Hill        | Public Works           | 540           | P-Card                       | 4-612-7434       |
| 15 | Nyveen BUREAM      | Public Works           | 540           | P-CARD                       | 4-612-2249       |
| 16 | Andrenette Whitlow | Public Works           | 540           | P-Card & T-Card              | 2-7594           |
| 17 | Janice Dickenson   | Public Works           | 540           | P-Card                       | X29415           |
| 18 | D P Shultz         | PH                     | 540           | P-Card                       | 4-612-0225       |
| 19 | Faye Jenkins       | BLD D                  | 75            | P-Card & T-Card              | 4-612-3597       |
| 20 | Donna Bates        | DE RE                  | 118           | P-47                         | 4-612-8585       |

2019 Refresher Training Attendance Sheet

January 11, 2018  
9:30-12:00

612  
831

|    | Name                | Department           | Agency Number | Card Used (P-Card or T-Card) | Telephone Number            |
|----|---------------------|----------------------|---------------|------------------------------|-----------------------------|
| 1  | JASON SIMONIX       | P.W. - AIRPORT       | 5601          | P-CARD                       | (404) 613-4205              |
| 2  | TIM SEARLEY         | AIRPORT - PW         | 5601          | P-CARD                       | 404-613-4203                |
| 3  | ROBBIE BISHOP-MORRE | AUDIT                | 119           | P-Card - T-Card              | <del>678 313-3777</del> 404 |
| 4  | KENNY BYROM         | PUBLIC WORKS         | 5401          | P-CARD                       | 404-012-0220                |
| 5  | THOMAS CREEZEL      | PUBLIC WORKS         | 540           | P-CARD                       | 404 612 4217                |
| 6  | ESTHER DAVIS        | SHERIFF'S OFFICE     | 330           | P-CARD                       | 984 612-5110                |
| 7  | ANTHONY ELLER       | SHERIFF'S OFFICE     | 330           | T-Card                       | 404-612-8142                |
| 8  | JONELLE GREEN       | FINANCE              | 210           |                              |                             |
| 9  | PAMELA JOHNSON      | IT                   | 220           |                              | 404 212 575                 |
| 10 | JAMES REESE         | EXTERNAL AFFAIRS     | 130           | P-Card                       | 404 612-6416                |
| 11 | OLIVIA BURROUGHS    | FINANCE              | 210           |                              | 404-612-7670                |
| 12 | FOXANNE BLAKE       | PROBATE COURT        | 410           | T-Card                       | X34688                      |
| 13 | SANDRA DUPREE       | PROBATE COURT        | 410           | P-Card                       | X24760 24670                |
| 14 | DELLARIO CASH       | SUPERIOR COURT       | 450           | P-Card                       | X-                          |
| 15 | YVETTE POCAN        | PUB DEF              | 490           | PC & TC                      | 4-612-5799                  |
| 16 | MARILYN TOLBERT     | EG11                 | 333           | P/T Card                     | 4-612-8748                  |
| 17 | ZWITSKA SCHOFIELD   | EG11                 | 333           | P/T Card                     | 4-612-7902                  |
| 18 | SUMAI ABDULLAH      | SELECT FULTON COUNTY | 100           | P-Card                       | 4-612-9120                  |
| 19 | WANN TRACY-GAY      | DISTRICT ATTORNEY    | 480           | P-CARD                       | 404-612-4971                |
| 20 | ALANA GILLESPIE     | COUNTY MANAGER       | 118           | P-CARD                       | 23080                       |

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| Name                 | Department           | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|----------------------|----------------------|---------------|------------------------------|------------------|
| 1 Frank Efozokhai    | Finance              | 210           | N/A                          | 404 637408       |
| 2 Scott Schneider    | Library - Finance    | 650           | P-Card                       | 404 2-9153       |
| 3 Ed Robinson        | Library              | 650           | P-Card                       | (404) 2-9153     |
| 4 Sabrina McTier     | Finance              | 210           | -                            | -                |
| 5 Andrius Maddox     | Sheriff's Office     | 330           | P-Card                       | 404-612-9244     |
| 6 Anthony Muhammad   | Finance              | 210           | T-CARD                       | 404 - 612 - 7675 |
| 7 Breanna Jenkins    | Reg/Elections        | 265           | P-Card                       | 27076            |
| 8 Nadine Williams    | Elections            | 265           | P-Card                       | 23138            |
| 9 Audrey Butterfield | Finance              | 310           | -                            | 27611            |
| 10 Elita Stars       | External Affairs     | 130           | P-Card                       | (404) 612-8302   |
| 11 Yolanda Banks     | Public Works         | 540           | P-Card                       | (404) 612-7159   |
| 12 Stacey G. Hill    | DSS                  | 183           | P-Card                       | (404) 612-3894   |
| 13 Leisha Brown      | Finance              | 210           | -                            | (404) 27611      |
| 14 Joi Hargis        | Superior Court Admin | 450/451       | P-Card                       | 404 27611        |
| 15 Courtney Farmer   | Superior Court Admin | 450/451       | P-Card                       | 404 27611        |
| 16 Shamika Gibson    | Public Defender      | 490           | P-Card                       | 27621            |
| 17 John A. Cross     | POLICE               | 320           | P-Card                       | 41-613-5745      |
| 18 Andrea Davis      | CRIMINAL JUSTICE     | 118           | P-Card                       | 41-612-1335      |
| 19 Douglas Bell      | External Affairs     | 130           | T-Card                       | X21386           |
| 20 Gert Watkins      | Sup Ct Admin         | 450           | P-Card                       | 20691            |

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| Name                    | Department       | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|-------------------------|------------------|---------------|------------------------------|------------------|
| 1 THE EARL JACKSON      | Arts & Culture   | 181           | P-CARD                       | 404-612-8600     |
| 2 Mrs. Kedd             | Comm Development | 121           | P-Card/T-Card                | (4) 613-3643     |
| 3 JOELEN DAVIS          | PUBLIC WORKS     | 840(1)        | P-CARD                       | (4) 612-9028     |
| 4 Tonya Grullon         | Select Fulton    | 118/21        | P-Card/T-Card                | 404-612-9026     |
| 5 MARCEL GREEN          | Public works     | 540           | P-CARD                       | 404-612-7457     |
| 6 Salondia Aven. Popson | Arts & Culture   | 181           | P-Card                       | 404-613-9012     |
| 7 Tisa Smith            | HR               | 215           | P-Card/T-Card                | 4) 613-0870      |
| 8 MELISSA BURKE         | MARSHAL          | 419           | P-Card/T-Card                | 4) 612-9126      |
| 9 Erica Fields          | County Attorney  | 255           | P-Card/T-Card                | 4) 612-0285      |
| 10 Wayne Alphonso       | County Attorney  | 235           | P-Card/T-Card                | 4) 612-0254      |
| 11 Patricia Hicks       | Finance          | 210           | " "                          | 429624           |
| 12 Joshua Humphries     | HR               | 215           | P-Card                       | 4) 613-0916      |
| 13 Sherry Paris         | Tax Assessor     | 240           | P-Card                       | 29008            |
| 14                      |                  |               |                              |                  |
| 15                      |                  |               |                              |                  |
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|    | Name            | Department                       | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|----|-----------------|----------------------------------|---------------|------------------------------|------------------|
| 1  | Pauline Geter   | Manuscripts Dept                 | 411           | T-Card                       | 4) 612-4484      |
| 2  | Tracy Watkins   | State Court Admin                | 420           | P-Card                       | 404-612-2941     |
| 3  | Tamara Everhart | Senior Services                  | 183           | F-Card                       |                  |
| 4  | Marilyn James   | Purchasing & OCC                 | 230           | T-Card                       | 817981           |
| 5  | Katrina Sims    | Finance                          | 210           |                              |                  |
| 6  | Danny Parish    | Human Resources                  | 215           | P-Card                       | 3086             |
| 7  | Earl Blanding   | Purchasing & Contract Compliance | 230           | Purchasing Card              | 2-4205           |
| 8  |                 |                                  |               |                              |                  |
| 9  |                 |                                  |               |                              |                  |
| 10 |                 |                                  |               |                              |                  |
| 11 |                 |                                  |               |                              |                  |
| 12 |                 |                                  |               |                              |                  |
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| 14 |                 |                                  |               |                              |                  |
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|    | Name              | Department             | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|----|-------------------|------------------------|---------------|------------------------------|------------------|
| 1  | Annette M. Wilson | Info. Tech             | 220           | T-Card                       | 27294            |
| 2  | MARISKA ANAGALL   | SECRET FUL. / WIKI FEE | 118/121       | P-CARD                       | 2-8047           |
| 3  | Demetria Anthony  | Tax Comm. Dept         | 245           | T-Card                       | Ext. 30786       |
| 4  |                   |                        |               |                              |                  |
| 5  |                   |                        |               |                              |                  |
| 6  |                   |                        |               |                              |                  |
| 7  |                   |                        |               |                              |                  |
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| Name               | Department                          | Agency Number | Card Used (P-Card or T-Card) | Telephone Number |
|--------------------|-------------------------------------|---------------|------------------------------|------------------|
| 1 MARSHA M. COOPER | Diversity & Civil Rights Compliance | 118           | P & T                        | 404-612-0446     |
| 2                  |                                     |               |                              |                  |
| 3                  |                                     |               |                              |                  |
| 4                  |                                     |               |                              |                  |
| 5                  |                                     |               |                              |                  |
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| 15                 |                                     |               |                              |                  |
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| 17                 |                                     |               |                              |                  |
| 18                 |                                     |               |                              |                  |
| 19                 |                                     |               |                              |                  |
| 20                 |                                     |               |                              |                  |