

MEMORANDUM

To: City Council

From: Mike Davis, Mayor

Date: September 09, 2013

**Subject: Council Consent of Audit Committee Appointments
Nominations**

ITEM DESCRIPTION

To consent to the Mayor's appointment nominations to the City of Dunwoody Audit Committee

BACKGROUND

Council voted to establish the City of Dunwoody Audit Committee on September 28, 2009. The policy for the Audit Committee calls for 5 members. Council members (up to 2) are permitted to serve on the Audit Committee though no minimum number of Council members are required to serve. The Audit Committee is advisory only. On October 12, 2009, Mike Cadger and Cheryl Summers were appointed to the Audit Committee for a four year term. Their terms expire this year with other highly qualified persons waiting to serve on the committee. Mike Cadger is the current Chair of the committee. Stuart McLemore was appointed to fill the remaining term of former councilmember Danny Ross. He is eligible and willing to be reappointed for an additional full term.

ISSUES

Members should exhibit adequate analytical, financial and managerial expertise in order that issues may be comprehensively addressed. To this end it is recommended that the Committee be made up of a balance of skills including at least a majority of individuals with technical skills and experience in financial and managerial matters. In the interest of continuity, the Mayor shall assign (stagger) the terms of the Audit Committee members in a manner that provides an optimum level of experience on the Audit Committee. Once confirmed by the Council, the Mayor shall designate an Audit Committee Chairperson and a Vice Chair who shall serve in these capacities until a replacement is appointed, expiration of tenure, or upon resignation. Following are the two resumes for consideration of an initial appointment to the Audit Committee.

ALTERNATIVES

Council could instruct the Mayor to identify other individuals to serve on the Audit Committee or suggest alternative tenures for any of the recommended committee members.



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RECOMMENDED ACTION

It is respectfully requested that Council consent to the Mayor's nominations to the City of Dunwoody Audit Committee and appoint the following for the terms indicated below (in alphabetical order):

Barbara Jesup	4 Years
Laura Swenson	4 Years
Stuart McLemore	4 Years

Dunwoody, GA 30338 **Barbara A. Jesup, CPA** (770) 671-1261
BJesup@mindspring.com

SUMMARY

Financial professional with over 25 years of combined Big 4 public accounting and internal audit experience in diverse industries including hospitality and financial services. Leadership in identifying areas of revenue enhancement and cost reduction for private and public companies with revenues up to \$4 billion. Expertise in:

- Enterprise Risk Management
- System Implementation
- Franchise Audits
- Sarbanes-Oxley
- Corporate Ethics Programs
- Due Diligence

PROFESSIONAL AFFILIATIONS

Board of Governors, Atlanta Chapter of the Institute of Internal Auditors **2006-Present**

Member of Georgia Society of Certified Public Accountants **1991-Present**
 Chair of Member Services Committee **1993-1994**

Member of American Institute of Certified Public Accountants

Member Georgia Executive Women's Network **2010-Present**
 Board Member **2010-2012**

COMMUNITY AFFILIATIONS

Dunwoody Resident **1994-Present**

Member Dunwoody Baptist Church **2005-Present**

Member of Personnel Committee **2011-Present**

Women's Ministry Committee **2005-Present**
 Chair Women's Ministry Committee **2006-2008**

PROFESSIONAL ACCOMPLISHMENTS

Asbury Automotive Group, Inc. **2010-Present**
 Fortune 500 automotive retailer of 30 brands in the Southern United States with over \$4 billion in revenues, 7,000 employees and 78 dealerships.

Chief Audit Executive

Manage the internal audit function for the company. Establish and oversee execution of annual audit operating plan to include audits of corporate functions, dealerships,

Barbara Jesup

information technology, and Sarbanes-Oxley controls. Perform investigations and special projects for sensitive areas. Liaise with Audit Committee and Risk Committee of the Asbury Board of Directors.

- Designed and implemented an Enterprise Risk Management process for the organization.
- Refocused the internal audit organization to areas of higher risk.
- Initiated a process to audit centralized corporate functions.
- Established an internal audit risk assessment process.
- Revised Sarbanes-Oxley control documentation and testing design to better define and test key controls.
- Successfully completed the audit department's initial Quality Assessment Review with external validation.
- Developed supporting documentation for significant insurance claim and legal defense.
- Assisted in the revision of the corporate ethics and hotline reporting program.

AFC Enterprises, Inc.

1995-2009

Atlanta, GA

International restaurant franchising company with revenues of \$600 million, 10,000 employees, and 4,000 restaurants. Foranchisor of Popeyes Louisiana Kitchen. Company formerly owned Church's Chicken, Cinnabon, Chesapeake Bagel Bakery and Seattle's Best Coffee companies.

***Vice President, Internal Audit
Director, Internal Audit***

Managed the internal audit function for the corporation. Performed risk assessment; staff recruiting, training, and development; and execution of annual audit plan including audits of corporate functions, domestic and international franchisees, company managed operations, vendors and information systems.

- Identified over \$12 million in revenue enhancements and cost savings opportunities for the company.
- Established the audit risk assessment process which provided for the development of adequate and consistent audit planning.
- Led organization in documenting and testing internal controls to comply with Sarbanes-Oxley regulations, which resulted in improved controls throughout the organization.
- Designed and implemented an Enterprise Risk Management process for the company including soliciting the involvement of senior management, creating a risk inventory, documenting risk mitigation procedures and establishing process to ensure the ongoing monitoring of risks and the effectiveness of mitigation efforts as a basis for senior management decision-making.

Barbara Jesup

- Established and helped administer Corporate Compliance Program including hotline, incident reporting and resolution process, and ethics policy.
- Performed due diligence work on acquisition targets resulting in significant reduction in purchase prices.
- Established the audit process for newly acquired brands for both international and domestic operations resulting in the identification of risks and control gaps which improved controls and reduced the risk to AFC once addressed.
- Designed and maintained the Audit Committee annual calendar to ensure all required communications and duties were covered to fulfill the committee charter.
- Awarded the AFC Spirit Award as a result of audit team development and exceptional leadership.

**First Financial Management Corporation, (now First Data Corporation) 1993-1995
Atlanta, GA**

\$2 billion Fortune 500 information services company.

Assistant Vice President, Financial Audit

Managed audits of company services including: merchant and consumer payment services involving credit and debit cards, checks and non-bank money transfers; debt collection and accounts receivable management; data imaging and database management; healthcare claims processing and integrated management and cost containment services; and development and marketing of data communications and information processing systems. Specialized in audits of newly acquired companies.

**Holiday Inn Worldwide, (now InterContinental Hotels Group) 1985-1993
Atlanta, GA and Memphis, TN**

***Senior Manager, Internal Audit Department
Audit Supervisor
Senior Auditor***

Managed audits for a hospitality company with responsibilities including developing and monitoring department budget of over \$800,000; coordinating and participating in corporate, vendor, systems and domestic and international hotel audits; and staff recruiting, training and development.

- Implemented audit and training programs for acquired brands resulting in significant improvement in internal controls.
- Designed and executed audits of marketing programs and advertising agencies resulting in over \$1 million in cost savings to the company.
- Trusted by system franchisees to perform audits of system marketing funds on their behalf which improved the relationship between the company and its independent franchise owners.

#M.4.

Barbara Jesup

First Tennessee Bank **1984-1985**
Memphis, TN
Senior Internal Auditor
Internal Auditor II

Arthur Young & Company, (now Ernst & Young LLP) **1982-1984**
Dallas, TX
Advanced Staff Auditor
Staff Auditor

EDUCATION

BBA, Accounting, Southern Methodist University, Dallas, TX, 1982

LAURA A. SWENSON, CPA (Iowa)

Current Address: 5642 Bunky Way, Atlanta, GA 30338

Phone Number: (608) 609-3656

E-mail Address: laura.anne.swenson@gmail.com

EDUCATION

University of Wisconsin – Madison
Ph.D.: Accountancy, May 2012

University of York, England
Study Abroad, Spring Semester 2002

Drake University, Des Moines, IA
MS: Accountancy, May 2005
BS: Accountancy, August 2004

Catholic Memorial High School, Waukesha, WI

WORK EXPERIENCE

Assistant Professor of Accounting and Information Systems, August 2012-Present
Georgia State University, Atlanta, GA

- Instructor for Intermediate Financial Accounting for Fall semesters (average instructor evaluation score 4.8/5, where School of Business average is 4.3)
- Research interests in financial reporting and international accounting

Teaching and Research Assistant, August 2007-May 2012
University of Wisconsin – Madison

- Instructor for Introductory Financial Accounting and Intermediate Financial Accounting (average instructor evaluation score 4.69/5.00, where School of Business average is 4.38)
- Research interests in financial reporting and international accounting

Adjunct Instructor, August 2005-May 2006
Drake University, Des Moines, IA

- Part-Time Instructor for Introductory Financial Accounting

Auditor, July 2005-July 2007
Deloitte & Touche LLP, Des Moines, IA

- Assisted with the audit of several public and private organizations
- Clients included: Drake University, University of Iowa, Mary Greeley Medical Center, Jacobson Logistics, John Deere Credit, Iowa Bankers, CUNA Mutual, Mid-America Group, KCCI, Iowa Telecom, MetLife
- Involved with recruiting events hosted by Deloitte
- Involved with starting the Women's Initiative Committee at the Des Moines office

Graduate Assistant, August 2004-May 2005
Office of Student Financial Planning, Drake University, Des Moines, IA

- Assisted students with completion of the Free Application for Federal Student Aid (FAFSA)
- Reviewed and validated completed FAFSAs against supporting documentation for accuracy

Audit Intern, January 2004-April 2004
Deloitte & Touche, Des Moines, IA

- Assisted with the audit and/or review of several public and private organizations
- Interacted constantly with clients in a professional setting

Accounting Intern, May 2003-August 2003
Kemin Americas, Inc., Des Moines, IA

- Created and processed journal entries within AS400
- Assisted with preparation of Company's 2004 Budget

- Assisted with Company's month-end closing process
- Assisted with collection of accounts receivable

Accounting Intern, November 2002-February 2003

LWBJ, Des Moines, IA

- Analyzed transactions including deposits and invoices within Quickbooks
- Assisted with completion of 2002 tax returns for various divisions within the Company

COMPUTER SKILLS: Microsoft Word, Excel, PowerPoint, Access, QuickBooks, AS400, Lotus Notes, SAS, Stata, R

CAMPUS AND COMMUNITY INVOLVEMENT AND RECOGNITION

- Dean's List
- Habitat for Humanity – Fort Lauderdale & Dominican Republic
- Big Brother/Big Sister Volunteer
- Beta Alpha Psi Member
- Graduated Cum Laude
- Outstanding Student of the Year – MAcc Program

John Heneghan

From: Sharon Lowery [Sharon.Lowery@dunwoodyga.gov]
Sent: Tuesday, June 26, 2012 2:26 PM
To: Adrian Bonser; Denis Shortal; Douglas Thompson; John Heneghan; Lynn Deutsch; Mike Davis; Terry Nall
Cc: Warren Hutmacher; Chris Pike; Lenny Felgin
Subject: Audit Committee Member Nomination

City Council,

Mayor Davis will nominate Mr. Stuart McLemore to serve as a member of the Audit Committee at tonight's meeting. Mr. McLemore has just responded to the Mayor and confirmed his willingness to serve on this committee. Below is the bio that Mr. McLemore sent to Mayor Davis for your review.

Mayor Davis,

Thank you for considering me for nomination to serve on the Audit Committee.

Regarding my background, I have recently accepted a position as an associate with AXA Advisors, LLC, a subsidiary of AXA Financial, Inc. Previously, I worked as an engineer in Delta Air Lines' Flight Operations Engineering and Aircraft Engineering groups from 1990 to 2008. Since 2009, I have been a contract financial planner as well as an intern for Kilpatrick Advisors in Atlanta (2009) and GV Financial Advisors, Inc., in Sandy Springs (2011).

I received Bachelor's and Master's degrees in Materials Engineering in 1981 and 1991, respectively, from Georgia Tech. I received my MBA in Finance from Georgia State University in 2008. I completed Georgia State's graduate certificate program in Personal Financial Planning in May, 2010, and passed the Certified Financial Planner examination in July of that year.

I am a member of the Financial Planning Association (FPA) of Georgia and serve on its Career Development Committee. In association with the FPA, I have taught Junior Achievement Financial Literacy courses at two Atlanta high schools in 2010 and 2011.

My wife and I have lived in Dunwoody since 1991.

Please let me know if you need any further information. Thank you again for this opportunity.

Sincerely,

Stuart McLemore
Tel. 770-390-9338

Sharon

Sharon Lowery
City Clerk
City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346
Office: 678.382.6700/ Fax: 678.382.6701
sharon.lowery@dunwoodyga.gov