

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
JANUARY 16, 2019**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., January 16, 2019, in the 2<sup>nd</sup> Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Nicole Prorock, Steve McKay, and Tom Lynch

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Melanie Thom

Contractors:

SC&H: Matt Simons, Ed Mikhail, and Anthony DiGiulian

CLA: None

Mr. Steven Darr, Chair, called the IIAA open meeting of January 16, 2019, to order at 8:09am.

Approval of Open and Closed Meeting Minutes – December 19, 2018

**Mr. Shaun Jones made a motion to approve the open meeting minutes of December 19, 2018, seconded by Mr. Tom Lynch. All present voted in favor (Eric Wu absent). The motion passes.**

Status of Assignments

CLA:

FCG Ambulance Billing – Ms. Griffis said she has reviewed the draft report and had quite a few comments, which she sent back to CLA to incorporate/update. She said the report is also with Tawanda Bailey for her review and comments as well. Ms. Griffis is hoping to have this report in final draft for a vote at next month's meeting.

FCG Procurement & Contracting Task Order (new) – Ms. Griffis said an entrance meeting is scheduled for January 28, 2019.

SC&H:

FCG Towing – Ms. Griffis said this report is being reviewed and will be given to management for their review. She expects to have this report in final draft for a vote at next month's meeting as well.

FCG Incident Response and Disaster Recover – Ms. Griffis said an entrance meeting was held last Friday that went really well and work is being started.

Task Orders

FCG CCRC – Ms. Griffis said a draft task order is being handed out for review and will be finalized with the Finance Division's comments and SC&H's response and ready for a vote at next month's meeting.

Misc. Follow Ups

Ms. Griffis said she is working to close out the follow ups that have been open and ongoing due to all of the Infor implementation dates. She said most of them will be able to be closed out in January.

Risk Assessments

Ms. Griffis said the FCC and FCPS Risk Assessments have been included in the packet and both are ready for IIAA discussion and a final vote to approve.

**Ms. Nicole Prorock made a motion to approve the Frederick Community College Risk Assessment with minor edits, seconded by Mr. Steve Darr. All present voted in favor (Eric Wu absent). The motion passes.**

**Mr. Shaun Jones made a motion to approve the Frederick County Public Schools Risk Assessment with minor edits, seconded by Mr. Tom Lynch. All present voted in favor (Eric Wu absent). The motion passes.**

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

Hotel Tax Memorandum – Ms. Griffis said this is still with the County Council and is waiting to be put on the agenda for the Council to discuss/approve.

**At 8:55am, Mr. Tom Lynch made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §3-305 (b) for an administrative function (Topic: December 19, 2018 closed meeting minutes vote). This motion was seconded by Mr. Shaun Jones. All those present were in favor (Eric Wu absent). The motion passes.**

**At 8:58 a.m. Mr. Darr made a motion to end the closed session and adjourn the January 16, 2019 IIAA meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator