

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
APRIL 17, 2019**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., April 17, 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, Tom Lynch, and Lois Jarman

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Rick Harcum and Lori Depies

Contractors:

SC&H: Ed Mikhail and Sam Fitzgerald

CLA: None

Mr. Shaun Jones, Vice Chair, called the IIAA open meeting of April 17, 2019, to order at 8:07am.

Approval of Agenda – April 17, 2019

**Mr. Tom Lynch made a motion to accept and approve the agenda for the April 17, 2019 meeting as presented, seconded by Ms. Nicole Prorock. All present voted in favor (Steve Darr, Eric Wu, and Steve McKay absent). The motion passes.**

Approval of Open Meeting Minutes – March 20, 2019

**Mr. Tom Lynch made a motion to approve the open meeting minutes of March 20, 2019, seconded by Ms. Nicole Prorock. All present voted in favor (Steve Darr, Eric Wu, and Steve McKay absent). The motion passes.**

Status of Assignments

SC&H:

FCG Towing – Ms. Griffis said she is still waiting for a response from the Tow Advisory Board after three requests. She said once she receives their response, the report will be ready for review and vote. Ms. Griffis said she hopefully expects to have this final report ready which she will send out for an email vote within the next week or two.

FCG Incident Response and Disaster Recover – Ms. Griffis said this audit is in the testing phase. She said Sam Fitzgerald, SC&H, has been in contact with IIT.

FCG CCRC – Ms. Griffis said this audit is also in process, but just in the planning phase. She said they have a meeting today with CCRC for data collection.

CLA:

FCC Procurement & Contracting Task Order (new) – Ms. Griffis this audit is now in the testing phase. She said they have pulling documents and information with the Finance Division at FCC.

Special Projects (IA):

FCVRA – Ms. Griffis said she is looking at the fleet funding. She said that the volunteer stations utilize our fleet services and have our fleet vehicles so when repairs are needed, they send them to the County for the repair and maintenance. Ms. Griffis said a station may not utilize our services and go out to a different vendor which may end up costing the County more money. She said this special project will help her look at those invoices and determine the best pricing (sending out for repairs vs. sending to fleet for repairs). She said this will part of the fleet funding special project.

Ms. Griffis also said she has been asked to do a review check/peer review of the accreditation process. She said this will also be conducted as a special project that both she and Dawn Reed will be able to complete.

Follow Ups: Ms. Griffis said most of these follow ups are still awaiting software and policy updates. She said you can see this information from the status report.

Budget: Ms. Griffis wanted to mention that next week she will be giving the County Council a budget summary of the Internal Audit Division. She said while she does not have any budget issues or appeals, she will be discussing how the Internal Audit's budget ties into the various reports that we have completed and issued. The IIAA agreed this would be a good presentation. Mr. Rick Harcum said that some of the reports have been well received and are very helpful when determining some of the budget issues with various division and departments within the County.

Fraud Hotline

FCG: 1; forward to Human Resources for their review  
FCPS: 1 came in at the last minutes and will be handled by FCPS  
FCC: None

Other Business

Hotel Tax Memorandum – Ms. Griffis said questions were answered about the statute of limitations, which she confirmed with the County Attorney's Office was three years. However, if payment isn't made, there can be a lien put on the property. She said our Finance does look at the payments of the taxes every month and they match the rest of the hotel to the tourism list once a year. Ms. Griffis said it would be hard for a payment to be missed. The IIAA agreed to continue the process of moving this bill forward to the County Council to approve this audit be moved from an every 2-year audit to an audit being done only once every four years.

Open Meetings Act – Ms. Griffis said last month it was agreed that everyone would take this training so that all names can be forwarded to the State. She said everyone has completed the training except for a few members.

Institute of Internal Auditor (IIA) Membership – Ms. Griffis said we have a membership that is open for an IIAA member if they're interested. She said the IIA requires a minimum membership of three people. It was agreed that Nicole Prorock will utilize that membership.

IIAA Vacancy – Ms. Griffis said that Nicole Prorock's term will be expire on June 30, 2019. She said she is fulfilling an unexpired term and is now eligible to serve two full 4-year terms, if interested. Ms. Griffis said the advertisement will go out in the May 4<sup>th</sup> and May 11<sup>th</sup> edition of the Frederick News Post. She said that if Ms. Prorock is interested in serving, to go ahead and submit a letter of interest along with her resume to Dawn Reed.

It was discussed and agreed that the June meeting will be moved from Wednesday, June 19<sup>th</sup> to Tuesday, June 11<sup>th</sup>.

**At 8:52 am, Mr. Steve Darr made a motion to end the open session and go into a closed session in accordance with Maryland Annotated Code Government Article §3-305 (b) (14) "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process" (topic: discuss, review, and edit the RFP for contract services to the Internal Audit Division). This motion was seconded by Ms. Nicole Prorock. All those present voted in favor (Eric Wu and Steve McKay absent). The motion passes.**

At 9:30 a.m. the closed session ended and the meeting returned to an open session to conduct a vote.

**Mr. Shaun Jones made a motion to accept the changes made to RFP #19-431 and forward to the Frederick County Government Procurement and Contracts Division to begin the RFP Process, seconded by Ms. Nicole Prorock. All those present voted in favor (Eric Wu and Steve McKay absent). The motion passes.**

**At 9:32 a.m. Mr. Steve Darr made a motion to adjourn the April 17, 2019 IIAA meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator