

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
MAY 15, 2019**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., May 15, 2019, in the 2nd 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, Eric Wu, Steve McKay, and Tom Lynch

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Erin White

Contractors:

SC&H: Ed Mikhail and Sam Fitzgerald

CLA: None

Mr. Steve Darr, Chair, called the IIAA open meeting of May 15, 2019, to order at 8:05am.

Approval of Agenda – May 15, 2019

Mr. Tom Lynch made a motion to accept and approve the agenda for the May 15, 2019 meeting as presented, seconded by Mr. Steve McKay. All present voted in favor (Lois Jarman absent). The motion passes.

Approval of Open Meeting Minutes – April 17, 2019

Ms. Nicole Prorock made a motion to approve the open meeting minutes of April 17, 2019, with an edit, seconded by Mr. Shaun Jones. All present voted in favor with Steve McKay abstaining (Lois Jarman absent). The motion passes.

Approval of Closed Meeting Minutes – April 17, 2019

Mr. Tom Lynch made a motion to approve the closed meeting minutes of April 17, 2019, with an edit, seconded by Ms. Nicole Prorock. All present voted in favor with Steve McKay abstaining (Lois Jarman absent). The motion passes.

Status of Assignments

CLA:

FCC Procurement & Contracting Task Order – Ms. Griffis said this audit is just about complete with the test work and should be moving to drafting the report. She said they haven't found anything glaring or concerning at this point.

SC&H:

FCG Incident Response and Disaster Recover – Ms. Griffis said this audit is also just about complete with the testing phase and expects to have a draft report of this audit as well.

FCG CCRC – Ms. Griffis said this audit is also in process, getting ready to prepare the audit plan and go into the testing phase.

Special Projects (IA):

Ms. Griffis said she will be starting some new task orders. The first one will be moving into the County's internal PII. She stated the next few things on the risk assessment are the FCG Procurement and Contract; FCG Cash and Revenue; FCC Financial Transactions; FCPS Financial Transactions.

FCVFRA – Ms. Griffis said both her and Dawn Reed have been tasked to assist with the review of the Volunteer F&R Association Accreditation booklets. She said they are slated to have them in by May 30, 2019 for review and expects that we will have them by June.

DFRS Review of Fleet Funding - Ms. Griffis said she is continuing to look at the fleet funding (particularly station 1).

Towing – Ms. Griffis said she continues to track this on a monthly basis.

DFRS Staffing Review – Ms. Griffis said she is continuing to review this analysis and has requested a copy of the document that was distributed to the Council but was told she would have to request that from the CAO’s Office.

Follow Ups: Ms. Griffis said these follow ups continue to await software and policy updates.

Fraud Hotline

FCCG: 1; forward to HR for their review

FCPS: 1; forwarded to HR for investigation; will receive report by end of May

FCC: None

RFP Process

Ms. Griffis said the timeline has been laid out and we need to review it to make sure the committee is available on the dates indicated. The IIAA discussed a few dates and needed to change a few dates on the timeline.

Other Business

Hotel Tax Memorandum – Ms. Griffis said this bill is with the County Council and she is awaiting a hearing date at this time.

Open Meetings Act – Ms. Griffis said almost everyone has completed this training at this point.

Budget – Ms. Griffis said budget discussion has begun and she did present the Internal Audit Division’s budget to the Council referencing the budget to the audits we completed.

Risk Assessment – Ms. Griffis said scheduling of meetings is in the process for the FY19-FY20 Risk Assessment.

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

At 8:58am, Mr. Steve Darr made a motion to end and adjourn the May 15, 2019 meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator