

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

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

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 Sam Fitzgerald

CLA: Sean Walker

Mr. Steve Darr, Chair, called the IIAA open meeting of July 17, 2019, to order at 8:02am.

Approval of Agenda – July 17, 2019

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

Approval of Open Meeting Minutes – June 11, 2019

Mr. Shaun Jones made a motion to approve the open meeting minutes of June 11, 2019, seconded by Mr. Tom Lynch. All present voted in favor (Nicole Prorock and Eric Wu absent). The motion passes.

Status of Assignments

CLA:

FCC Procurement & Contracting Task Order – Ms. Griffis said this audit is in draft form and a meeting is scheduled for next week as an exit conference meeting.

SC&H:

FCG Incident Response and Disaster Recover – Ms. Griffis said this audit has been drafted and an exit conference also held. She said that IT had some concerns about adding an item to the scope of this audit which would lead to an addendum to the task order.

FCG CCRC and Montevue– Ms. Griffis said this audit is in the testing phase now.

Ms. Griffis said the testing phase of the task order for FCG Internal Personally Identifiable Information has been updated and a vote is required at this time to issue this task order.

Mr. Shaun Jones made a motion to approve the testing phase of Task Order #20-01, Frederick County Government Internal Personally Identifiable Information and issue to SC&H, seconded by Mr. Tom Lynch. All present voted in favor with Mr. Steve McKay abstaining (Eric Wu absent). The motion passes.

New Task Orders:

Ms. Griffis said she wanted to go back and check on the time and time entry system for FCPS, a follow up, to see if they have updated their policies and procedures. She said this was also requested by FCPS and she would like to move forward with that in the next few months.

Ms. Griffis said task orders for an audit of financial transactions at FCPS, FCC, and FCG is also in the plan.

FCVFRA – Ms. Griffis said the majority of the binders have been looked at and another 7 will be delivered later. She said she is meeting with Tim Clarke to go over the findings and information

DFRS Review of Fleet Funding - Ms. Griffis said had followed up with Pat Hannah and they are still working on it and she will follow back up with him later today.

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 on a monthly bases as well and will be following up with the new acting chief on this within the next few weeks.

Follow Ups: Ms. Griffis said these follow ups continue to await software and policy updates. She said the IIT audit is being closed out. Ms. Griffis said a few other should be closed out soon as well as the FCG/FCC/FCPS PII follows

Fraud Hotline

FCG: None
FCPS: None
FCC: None

RFP Process

Ms. Griffis said the binders have been distributed and are being reviewed by the evaluation team. She said the next evaluation team meeting will be on July 31st from 1-5pm to develop a short list.

Other Business

Hotel Tax Memorandum – Ms. Griffis said this bill was passed by the County Council last night.

Open Meetings Act – Ms. Griffis said there is still a few folks left that need to take the training.

Risk Assessment – Ms. Griffis said we are in the process of conducting the risk assessment meetings.

Ms. Griffis said that she will be at the County Council next Tuesday as she will be presenting the nomination of Nicole Prorock to them for confirmation.

Ms. Griffis said the next item she wanted to discuss is the 287(g) program which is getting a lot of attention at this time. She said a special project of the IGSA program was conducted last year by this office and now an audit of the 287(g) program is being requested. Ms. Griffis said she does feel another special project conducted by her is a good idea, but could be done by one of our contractors. It was discussed and agreed that such a request should come from the County Council.

At 8:58am, Mr. Steve Darr made a motion to end and adjourn the July 17, 2019 meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator