

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
JULY 15, 2020**

The Interagency Internal Audit Authority (IIAA) met at 8:31 a.m., July 15, 2020, in the 1st Floor Hearing Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

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

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: None

FCPS Staff: Melissa Rollison

FCG Staff: Rick Harcum, Erin White, Bryan Black, Sheriff Chuck Jenkins, and Michael Cronise

Contractors:

SC&H: Matt Simons and Ed Mikhail

CLA: Sean Walker

Mr. Steve Darr, Chair, called the IIAA open meeting of July 15, 2020, to order at 8:31am.

Approval of Agenda – July 15, 2020

Mr. Shaun Jones made a motion to accept and approve the agenda for the July 15, 2020 meeting as presented, seconded by Ms. Nicole Prorock. All present voted in favor. The motion passes.

Mr. Tom Lynch made a motion to amend the agenda under section 6b of the fraud hotline for FCC, seconded by Mr. Steve McKay. All present voted in favor. The motion passes.

Approval of Open Meeting Minutes – February 12, 2020

Mr. Tom Lynch made a motion to approve the open meeting minutes of February 12, 2020, seconded by Mr. Steve McKay. All present voted in favor. The motion passes.

Status of Assignments

CLA:

FCG 287(g) – Mr. Sean Walker, CLA, presented the final draft of the Frederick County Government 287(g) Program engagement report. Ms. Griffis mentioned there will be a minor edit to the final draft as a change on page 3, under the written agreement. She said it will be replaced with the new agreement which is open until terminated.

Mr. Steve McKay made a motion to approve with the minor amendment and issue as a public report, the Frederick County Government 287(g) Program Engagement Report, seconded by Mr. Shaun Jones. All those present voted in favor, with the exception of Mr. Tom Lynch who abstained from voting. The motion passes.

FCG Receipts Transactions – Ms. Griffis said this audit is finishing up the planning phase and the audit plan is currently being worked so that the testing phase can move forward.

FCG Sub Recipient Monitoring Grants – Ms. Griffis said this audit came up during the pandemic and was requested by the County's Finance Division. She noted that an email vote was taken by the IIAA.

SC&H:

FCPS Timesheet Controls – Ms. Griffis said this audit has been going on and is currently moving to the testing phase. She said she has the audit plan and the budget for the testing phase. Ms. Griffis said the budget has increased slightly, which she agrees with, and she will need a vote by the IIAA to continue.

Mr. Shaun Jones made a motion to approve the testing phase of Task Order #20-03, Frederick County Public Schools Timesheets with the increased funding, seconded by Ms. Nicole Prorock. All those present voted in favor. The motion passes.

Special Projects and Other Work:

Task Order #21-01 DFRS Matrix Funding – Ms. Griffis said this task order was on the risk assessment and is ready for an IIAA vote.

Mr. Tom Lynch made a motion to approve and issue Task Order #21-01, FCG DFRS Matrix Funding to SC&H, seconded by Mr. Steve McKay. All those present voted in favor. The motion passes.

DFRS Review of Fleet Funding - Ms. Griffis said she has completed the Fleet Funding Report and it is ready for the IIAA's review and vote to issue.

Mr. Shaun Jones made a motion to approve, with a minor edit, and issue as a public document the FCG DFRS Review of Fleet Funding, seconded by Mr. Jon Alexander. All those present voted in favor. The motion passes.

Towing – Ms. Griffis said she continues to review the new “one beat” system. She noted a few minor rotation incidents, but those can be easily corrected.

Follow Ups:

Ms. Griffis said there hasn't been a big change in the status of the following follow ups.

- FCG and FCPS PII still in process.
- FCPS School Activity Funds should be closed out in the coming month.
- FCG CIP was followed up in March and still waiting on updated final rules and regulations.
- Fleet Services will be followed up with the new Director.
- Ambulance Billing will also be followed up after a few minor open recommendations.

Chair and Vice Chair Nominations and Appointments

Mr. Steve Darr was nominated for the Chair position and Ms. Nicole Prorock was nominated for the Vice Chair position.

Mr. Shaun Jones made a motion to nominate and appoint Mr. Steve Darr as the Chair of the IIAA, seconded by Mr. Tom Lynch. All those present voted in favor, with the exception of Mr. Steve Darr who abstained. The motion passes.

Mr. Shaun Jones made a motion to nominate and appoint Ms. Nicole Prorock as the Vice Chair of the IIAA, seconded by Mr. Steve Darr. All those present voted in favor. The motion passes.

Risk Assessments

The IIAA agreed to move this agenda item to the August agenda.

Fraud Hotline

Fraud hotline matters will be discussed in the closed session.

Other Business

Annual Report – Ms. Griffis said the annual report for FY19 is complete and ready for the IIAA review. She said there is no need for a vote, this document is an informational document only.

Annual Financial Review – Ms. Griffis said she has reviewed the annual financial reviews for FCG, FCC, and FCPS. She said this is a summary document of those reports.

Audit Manual – Ms. Griffis said the audit manual is being updated by Ms. Dawn Reed and is a project that she has been working on as she teleworks from home.

At 10:02am, Ms. Nicole Prorock made a motion to end the open session and go into a closed session, seconded by Mr. Steve McKay. All those present were in favor. The motion passes.

A closed session was held at the end of the open session in accordance with: Maryland Annotated Code Government Article §3-305 (b)(1) “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.”

Topic: fraud hotline matters

At 10:36am, Mr. Steve Darr made a motion to end the close session and adjourn the meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator