

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
DECEMBER 2, 2020**

The Interagency Internal Audit Authority (IIAA) met virtually at 9:00 am, December 2, 2020. Those present were:

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

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Cathy Perry-Jones

FCPS Staff: Melissa Rollison and Amanda Baugher

FCG Staff: Lori Depies and Erin White

Contractors:

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

CLA: Sean Walker

Mr. Steve Darr, Chair, called the virtual IIAA open meeting of December 2, 2020, to order at 9:00 am.

Approval of Agenda – December 2, 2020

Mr. Tom Lynch made a motion to accept and approve the agenda for the December 2, 2020 meeting as presented, seconded by Ms. Nicole Prorock. All present voted in favor (Shaun Jones absent). The motion passes.

Approval of Open Meeting Minutes – October 7, 2020

Mr. Tom Lynch made a motion to approve the open meeting minutes of October 7, 2020, with minor typographical edits, seconded by Mr. Jon Alexander. All present voted in favor, with Mr. Steve McKay abstaining (Shaun Jones absent). The motion passes.

Status of Assignments

CLA:

FCG Receipts Transactions – Mrs. Reaver said the planning phase is complete and they have moved onto the testing phase, which had been on hold due to the work CLA is doing with the COVID-19 Sub-recipient Grants Monitoring Audit for the Finance Division. She said CLA is now getting ready to kick back off into this audit. Mrs. Reaver mentioned she has a meeting planned later today with Cheri King and Reed Binder of CLA to move forward with the work.

FCG Sub Recipient Monitoring Grants – Mrs. Reaver said CLA is continuing to assist the County's Finance Division with the COVID-19 related grants and CARES Act Funding. She said the Finance Division is managing this work and continues to need the assistance of CLA. Lori Depies said she is extremely appreciative and happy with the work that CLA is doing.

FCG/FCC/FCPS Financial Transactions – Mrs. Reaver said the Financial Transactions audits will start to begin and we will be kicking off with FCPS first. She said FCC will be next beginning in February and then the County once things settle down with the holidays and the CARES Act.

SC&H:

FCPS Timesheet Controls – Mrs. Reaver said this audit has been very in depth and is very pleased with the work SC&H has been doing along with all the work Amanda Baugher with FCPS has been doing. Ed Mikhail said he is working to get the draft report over to Tricia for review next week.

FCG DFRS Matrix Funding – Mrs. Reaver said we had to take a step back on this audit as the outliers and the recommendations made were not in depth as finance and DFRS had hoped, so they went back and updated the draft report and turned it back over to Finance and DFRS for their review and comment. She said there is a copy in the packet for your review and will have the final draft with management responses to the IIAA for vote by the January meeting.

FCG/FCC/FCPS Network Security – Mrs. Reaver said we will kick off these audits beginning with the County. She said “brainstorming” meetings with IIT have taken place to get the task order well into shape and is ready to go. Mrs. Reaver said meetings with both FCC and FCPS have also occurred in order to draft audit task orders.

Special Projects and Other Work:

DFRS Cost Analysis/Staffing Mix – Mrs. Reaver said there still seems to be a need for this work to be done. She said she spoke with SC&H about this as they have done similar work for Arlington County and released a report in July 2019. Mrs. Reaver said SC&H has the background and knowledge base to do this work if we feel necessary in future to conduct this special project/audit. For the time being we will not perform any work on this topic, due to the fact that the budget department has hired a contractor to look at DFRS overtime and funding. We will await that report for results.

Towing – Mrs. Reaver said she has continued with monthly analysis for towing. She said she is following up with Procurement and Contracting along with DFRS in getting a DFRS contract in place for specialized DFRS tows.

Follow Ups:

- FCG CIP – Mrs. Reaver said this continues to be with County’s Attorney’s office as they are updating the change order procedures surrounding this. She said the County Attorney continues to keep her updated with their review.
- FCG PII – Mrs. Reaver said the CAO’s Office brought in a temporary professional, Mr. Kevin Demosky, to complete the PII policies and procedures. Mrs. Reaver said he has been working on the county wide record retention policy as well. Mrs. Reaver said Mr. Demosky has been working with her and his plan is to have a draft done by the end of 2020 and then looking to finalize those policies and procedures by spring 2021.
- Fleet Services & Ambulance Billing - Mrs. Reaver said she has been gathering data and is working to close out both of these.

Risk Assessments

FCG - Mrs. Reaver said she has been working through the annual risk assessments, which are normally done in the spring, but due to COVID, have been pushed back a little while. She said she is finishing up FCG over the next few weeks and will be drafting the risk assessments over the next couple of months. She said she expects to have these to you by February 2021.

FCPS – Mrs. Reaver said she has begun the meeting process and has two more meetings to go.

FCC – Mrs. Reaver said she kicked off FCC last week as well and has only a few more to go. She said she expects to be finished by December 18, 2020.

Fraud Hotline

FCG - Mrs. Reaver said one concern is regarding the cost to the County for administrative leave and what the use of that leave type may have done with employee morale. She said this is very important and will be pushing this up in risk assessment to be looked at fairly quickly. Mrs. Reaver said she thinks Internal Audit may consider looking at the use of administrative leave for the County and how it is being handled through the pandemic and how long it can continue. She mentioned that this affects current policies and procedures surrounding leave in the County.

She requested guidance from the IIAA. The IIAA had discussions and agreed to have Mrs. Reaver be available as a resource for the County and to also draft a memo for their review and approval to issue to the County as guidance for implementation a policy and procedure going forward.

Mrs. Reaver also mentioned that an updated telecommuting policy is also needed in the County and has been discussed with the CAO’s Office.

County surplus property and how it is treated. Raised the level of awareness and will be moving it up in the risk assessment.

FCC – None to report.

FCPS – None to report.

Other Business

Annual Report – Mrs. Reaver said she has already looked at the report and can see it still needs some review and editing. She said that she, along with Dawn Reed, will have this redline updated and will resend.

FY22 Budget – Mrs. Reaver said this must be turned in by December 18, 2020 and that she has no plans on changing, just moving funds between accounts. Mr. Steve McKay mentioned we should consider requesting an increase in our budget for future years after the FY22 budget, as we are quite backlogged with audits.

Mrs. Nicole Prorock made a motion to accept and approve the Internal Audit Division’s Fiscal Year 2022 Budget for submission, seconded by Mr. Steve McKay. All present voted in favor (Shaun Jones absent). The motion passes.

Calendar Schedule for 2021 – Mrs. Reaver said we are still in communications with the Video Services Division as to moving forward with dates in 2021. She said she will ask to move back to monthly meetings and move the time back to 8:00am.

Audit Manual – Mrs. Reaver said due to the risk assessments, the audit manual is on hold, but it is with her for review and edits. She also mentioned the PII records retention schedule for the Internal Audit Division is included in the packet for review.

At 10:55 am, Mr. Steve Darr made a motion to end and adjourn the December 2, 2020 meeting.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit