

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
JANUARY 20, 2021**

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

IIAA Members: Chair Steve Darr, Jon Alexander, Steve McKay, Tom Lynch, and Sue Johnson

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: None

FCPS Staff: Amanda Baugher

FCG Staff: Erin White and Melanie Thom

Contractors:

SC&H: Ed Mikhail, Sam Fitzgerald, Anthony DiGiulian, and Brian Glazewski

CLA: Sean Walker

Mr. Steve Darr, Chair, called the virtual IIAA open meeting of January 20, 2021, to order at 8:01 am.

Approval of Agenda – January 20, 2021

Mr. Tom Lynch made a motion to accept and approve the agenda for the January 20, 2021 meeting as presented, seconded by Mr. Steve McKay. All present voted in favor (Nicole Prorock and Shaun Jones absent). The motion passes.

Approval of Open Meeting Minutes – December 2, 2020

Mr. Tom Lynch made a two part motion to approve the open meeting minutes of December 2, 2020, with minor edits to these minutes and to review prior minutes for a change to the opening paragraph to state the IIAA is meeting virtually and not physically in Winchester Hall. This two part motion was seconded by Mr. Steve McKay. All present voted in favor (Nicole Prorock and Shaun Jones absent). The motion passes.

Status of Assignments

Mrs. Tricia Reaver introduced and welcomed our newest IIAA member, Sue Johnson. Mrs. Reaver said that Sue is the Frederick County Public Schools Board of Education representative to the IIAA.

CLA:

FCG Receipts Transactions – Mrs. Reaver said this audit has kicked back off and that a lot of time has been spent pulling general ledgers and pulling information for the contractors to start gathering sample populations and gaining access to some of the County's systems.

FCG Sub Recipient Monitoring Grants – Mrs. Reaver said after speaking with the County Finance Division, they are hoping to wrap up the heavy work, "round one," by the end of February. However, Mrs. Erin White mentioned that an extension may be required for a "round two," but said she has no idea of when that may occur.

FCG/FCC/FCPS Financial Transactions – Mrs. Reaver said an additional manager from CLA has been assigned and work has begun on these audits. She said we did start with FCPS and they have provided us with many reports to start. Mrs. Reaver said FCC is going to kick off in February with a meeting being scheduled with Cathy Jones, VP for Finance. She said FCG is on hold until things clear a bit more with our Finance Division.

SC&H:

FCPS Timesheet Controls – Mrs. Reaver said this audit has been pushed to March due to the management responses that still need to be reviewed and addressed. She said an updated draft is on its way to her for review and expects to vote on this report at the March meeting.

FCG DFRS Matrix Funding – Mrs. Reaver said this draft is in the packet for review. She said that an email was sent to the members that explained some of the comments she and Ed Mikhail had and they are now waiting on management responses back. Mrs. Reaver said she expects to have this final draft soon and will need to have an email vote from the IIAA.

FCG/FCC/FCPS Network Security – Mrs. Reaver said the County’s Network Security audit is underway and they are getting ready to start the scheduling to kick off FCC and FCPS. She said the task orders and responses are ready for your vote.

Mr. Steve McKay made a motion to approve with minor edits, Task Order #21-06 Frederick County Public Schools Network Security and to issue to SC&H, seconded by Mr. Jon Alexander. Those present voted in favor (Nicole Prorock and Shaun Jones absent). The motion passes.

Mr. Tom Lynch made a motion to approve Task Order #21-07 Frederick Community College Network Security and to issue to SC&H, seconded by Mr. Steve McKay. Those present voted in favor (Nicole Prorock and Shaun Jones absent). The motion passes.

Special Projects and Other Work:

DFRS Cost Analysis/Staffing Mix – Mrs. Reaver said she continues to look at costs on a quarterly basis and shares with Finance. She said as mentioned before, the budget team hired an outside contractor to look at the financial side of the staffing and operations. Mrs. Reaver said she will not be doing anything until they have finished and she can review some of the information that comes out of that work.

Towing – Mrs. Reaver said she has completed her monthly analysis and has turned it over to the tow oversight committee. She said the system is working well and will continue to follow up with them.

Administrative Leave Memo – Mrs. Reaver said she has included this in the packet and is ready for a vote.

Mr. Tom Lynch made a motion to accept, approve and issue the Administrative Leave Memorandum, seconded by Mr. Steve McKay. Those present voted in favor (Nicole Prorock, Shaun Jones, and Sue Johnson absent). The motion passes.

Follow Ups:

- FCG CIP – Mrs. Reaver said she hopes to close out this audit once procurement and contracting updates some policies and procedures.
- FCPS PII – Mrs. Reaver said FCPS is updating some policies and procedures and expects to have those in the next week or two.
- FCG PII – Mrs. Reaver said the County is looking to update its policies and procedures and expects to have that draft in March or April.
- Fleet Services - Mrs. Reaver said she has been working with the new director and updating him. She said she has a meeting scheduled with him in early February to go over more of the recommendations.
- Ambulance Billing – Mrs. Reaver said she plans to close this out very soon as she has received final information.
- CCRC – Mrs. Reaver said this follow up will be coming out shortly.

Risk Assessments

FCG - Mrs. Reaver said she is working on updating the risk assessments for all entities and all meetings have been wrapped up and she is now working on the plans. She hopes to have them out by the February meeting for a first round of review.

Fraud Hotline

FCG – None to report.

FCC – None to report.

FCPS – Mrs. Reaver said we had only one and it is a personnel matter that will be discussed in the closed session.

Other Business

Annual Report – Mrs. Reaver said an updated version is ready for approval and an email vote will be conducted.

Calendar Schedule for 2021 – Mrs. Reaver said an updated 2021 calendar was provided and that we are going to be returning to our monthly meetings.

Audit Manual – Mrs. Reaver said she still has the audit manual to review and hopes to have it complete by the summer of 2021.

At 9:10 am, Mr. Steve Darr made a motion to close the open session and go into a closed 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. This motion was seconded by Mr. Tom Lynch. All present voted in favor (Nicole Prorock, Shaun Jones, and Sue Johnson absent). The motion passes.

At 9:20 am, Mr. Tom Lynch made a motion to close the closed session and adjourn the 1/20/21 meeting, seconded by Mr. Jon Alexander. All present voted in favor (Nicole Prorock, Shaun Jones, and Sue Johnson absent). The motion passes.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit