

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
NOVEMBER 16, 2022**

The Interagency Internal Audit Authority (IIAA) met virtually at 8:00 a.m. Those present were:

IIAA Members: Chair Jon Alexander, Emeka Enworom, Steve McKay, Dr. April Miller, and Sue Johnson

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: None

FCPS Staff: Melissa Rollison and Amanda Baugher

FCG Staff: Lori Depies, Erin White, Dan Lewis, and Melanie Thom

Contractors:

SC&H: Matt Simons, Sam Fitzgerald, and Charles Ward

CLA: Sean Walker, Cheri Amoss, and Tonia Shultz

SB & Company: Chris Lehman

Chair Jon Alexander called the meeting to order at 8:04am.

Approval of Agenda – November 16, 2022

Mrs. Sue Johnson made a motion to accept and approve the agenda for November 16, 2022, seconded by Mr. Steve McKay. All those present voted in favor (Nicole Prorock absent). The motion passes.

Approval of Open Meeting Minutes – October 19, 2022

Mrs. Sue Johnson made a motion to accept and approve the IIAA open meeting minutes of October 19, 2022, as submitted, seconded by Dr. April Miller. All those present voted in favor (Nicole Prorock absent). The motion passes.

Status of Assignments:

- CliftonLarsonAllen
 - o FCG Pension Plan - Draft report received and with FCG for review and comment. Draft report in packet for review but will not be up for vote until management responses are received.
- SC&H
 - o FCC Assets, Accountability, Inventories & Surplus - Report drafted, Tricia reviewed, with FCC for review and response. FCC has asked for extension on their review.
 - o FCG Fuel Contractor - Report is in draft while working on outstanding test items. Expect review and vote in December.
 - o FCPS School Construction - Flowcharts completed. Audit plan finalized and testing phase to begin.
 - o FCG Health Permitting - Drafting flowcharts and finalizing planning phase.
- Special Projects & Work
 - o FCPS School Activity Funds work - Testing for high schools completed. All checklists are finalized and to FCPS for review. FCPS has requested we test 1 middle school at end of the year.
 - o FCG Non-County Agency Review - Memorandum drafted to County, awaiting response from City as employee is out on family medical leave through January.
 - o Upcoming task orders - 1) FCG Grants, 2) FCG HR on-boarding/off-boarding, 3) FCPS Assets & Inventories
- Miscellaneous Follow-ups
 - o The Director pointed the IIAA to review the list provided of follow up status

Fraud Hotline

- FCPS: 1 item, awaiting information from FCPS
- FCG: None
- FCC: None

Other Business

- FY23 Budget, submitted budget reallocation
- Member terms and open seat. One current open seat to be filled
- Risk Assessment meetings are underway for all three entities

- IIAA Meeting format discussion & next meeting discussion; format to remain the same.

Next Meeting

December 21, 2022

At 9:06am, Mr. Jon Alexander ended and adjourned the November 16, 2022, IIAA meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dawn Reed". The signature is stylized with a large, circular flourish at the end.

Dawn Reed
Coordinator, Internal Audit