

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
JANUARY 18, 2023**

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

IAA Members: Chair Jon Alexander, Vice Chair Nicole Prorock, Steve McKay, and Ellis Barber

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Amy Stake

FCPS Staff: Melissa Rollison and Amanda Baugher

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

Contractors:

SC&H: Matt Simons, Sam Fitzgerald, Chuck Ward, and Lindsay Puccio

CLA: Sean Walker

SB & Company: Chris Lehman

**Chair Jon Alexander called the meeting to order at 8:02am.**

**Approval of Agenda** – January 18, 2023

**Mrs. Nicole Prorock made a motion to accept and approve the agenda for January 18, 2023, seconded by Mr. Steve McKay. All those present voted in favor (Emeka Enworom and Sue Johnson absent). The motion passes.**

**Approval of Open Meeting Minutes** – December 21, 2022

**Mrs. Nicole Prorock made a motion to accept and approve the IAA open meeting minutes of December 21, 2022, as submitted, seconded by Mr. Steve McKay. All those present voted in favor (Emeka Enworom and Sue Johnson absent). The motion passes.**

**Status of Assignments**:

- **SC&H**

- o New Task Order: Frederick County Government HR On/Off Boarding – For discussion and IAA vote

**Mrs. Nicole Prorock made a motion to approve Task Order #23-02, Frederick County Government HR On/Off Boarding and to issue to SC&H, seconded by Mr. Steve McKay. All those present voted in favor (Emeka Enworom and Sue Johnson absent). The motion passes.**

- o New Task Order: Frederick County Public Schools Assets and Inventories – For discussion and IAA vote

**Mr. Ellis Barber made a motion to approve Task Order #23-03, Frederick County Public Schools Assets and Inventories, Accountability and Surplus and to issue to SC&H, seconded by Mr. Steve McKay. All those present voted in favor (Emeka Enworom and Sue Johnson absent). The motion passes.**

- o FCG Fuel Contractor - Report is in draft with FCG for review and management responses.
- o FCPS School Construction - In testing phase, received most testing PBC items, work is ongoing.
- o FCG Health Permitting - Finalizing planning phase and flowcharts.

- **Special Projects & Work**

- o School Activity Funds work - FCPS has requested testing 1 middle school, will be testing 1 middle school in February.
- o FCG Non-County Agency Review – Memorandum drafted to County, awaiting responses from City as employee is out on family medical leave through January. Follow up occurred on January 3rd.
- o Upcoming TOs - FCG Grants

- **Miscellaneous Follow-ups**

The Director pointed the IAA to review the list provided of follow up status and noted that two follow ups were closed out last month, which were the FCG Capital Projects audit and the FCPS Network Security audit.

**Fraud Hotline**

- FCPS: None
- FCG: None
- FCC: None

**Other Business**

- o Risk Assessment meetings & Risk Assessment Review Schedule
- o Annual Financial Report Review and Schedule
- o 2023 meeting calendar / meeting format and next meeting; format to remain the same
- o Member terms and open seat. One current open seat to be filled. Mrs. Nicole Prorock's term will expire June 30, 2023, and she is eligible for a 2<sup>nd</sup> full 4-year term.

**Next Meeting**

February 15, 2023

**At 8:32am, Mr. Jon Alexander ended and adjourned the January 18, 2023, IIAA meeting.**

Respectfully Submitted,



Dawn Reed  
Coordinator, Internal Audit