

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
November 20, 2013**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., November 20, 2013, in the Winchester Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Steven Darr (Vice Chair), Shaun Jones, Bob Kimble, Dr. Zakir Bengali, Doris White, and Commissioner Blaine Young.

IA Staff: Tricia Griffis and Dawn Reed.

FCC Staff: None.

FCPS Staff: Rob Reilly.

FCG Staff: Diane George.

Contractors: None.

Mr. Steven Darr called the IIAA open meeting of November 20, 2013 to order at 8:06am.

Approval of Open Minutes

**Mr. Bob Kimble made a motion to approve the open meeting minutes of October 16, 2013, as written, seconded by Ms. Doris White. All those present were in favor and the motion passed unanimously.**

FY15 Budget Update

Ms. Tricia Griffis said we submitted our baseline budget to the Budget Office on November 15, 2013. She said it is included in the packet. Ms. Griffis said from the baseline budget we then have to submit the program budget which is due on December 13, 2013 and she is requesting IIAA approval for this submission. Mr. Darr asked how netting the unit-in-kind was done and suggested that Ms. Griffis rework the component unit-in-kind and split it between the two entities (FCPS and FCC). Ms. Griffis said she would update the program budget and have the IIAA vote on submission through email. All IIAA members agreed. Ms. Griffis also noted that funds for the position that was moved to the County Manager's Office have been transferred to their budget; however, she said those funds will be placed back into our budget for the next fiscal year. Ms. Griffis said she could use those funds to hire an extra person or put it towards the contractor services.

Status of Assignments

Ms. Griffis said the Sheriff's Department Evidence and Property Room Audit remains incomplete. However, she is still working with Ms. Lori Depies to have Ms. Kelly Hammond complete the audit. Ms. Griffis said Ms. Hammond will pick the Audit up the first week in December. She said the audit should be completed within two months once Ms. Hammond's begins.

Ms. Griffis said we will go over the Funding for Replacement of Fire and Rescue Apparatus summary status from SC&H in the closed session. She said the testing is well underway and is moving along quite nicely. Ms. Griffis said she has been reviewing their work papers and said SC&H is hoping to have a draft out by December 20, 2013.

Ms. Griffis said the Task Order for Frederick County Government Review of Wireless and Network IT Security Controls is included the packet and she is requesting IIAA approval to move forward with their proposed fee estimate. She said the estimate is over the budgeted hours by approximately 97 hours. Mr. Kimble noted that the cost estimate was "top heavy." He said the hours allocated seem to be concentrated at the senior manager level. Ms. Griffis said the EDP rates are higher than the regular staffing rate which is allowed under the current contract. However, she said she will talk with Cotton and Company and asked that they rearrange some of their hours to the staffing level as opposed to the senior manager level. Mr. Darr said he would like to go ahead and approved this task order so that we can move forward with the work.

**Commissioner Blaine Young made a motion to approve the contractor (Cotton and Company) fee estimate for Task Order: FCG Review of Wireless and Network IT Security Controls, seconded by Ms. Doris White. All those present were in favor and the motion passed unanimously.**

Follow-Ups

Ms. Griffis said a follow-up report on the P-Card Audit was issued to the Procurement and Contracting Department on October 31, 2013, and she has been working with Ms. Nikki Hoffman to gather backup support for implementation of the recommendations made in the report. Ms. Griffis said their policies and procedures have been drafted and should be completely implemented by February 2014. She said once this is finalized, we will close this audit.

Ms. Griffis said she issued a follow-up on FCPS Construction Management, Phase I on October 23, 2013. She said after reviewing the actions taken, she determined that they were appropriate and this audit is now closed.

Ms. Griffis said she is also working on a follow-up report with DPW, DUSWM, and Procurement to locate a particular policy. She said the policy was written but is unable to be located. Ms. Griffis said once she receives a copy, she can close this audit as well.

Ms. Griffis said she also issued a follow-up report on November 13, 2013, to Dana McDonald at FCC for the Classroom Student Center Project. She said their actions taken were sufficient and she has closed this audit.

Ms. Griffis said there is one more follow-up that needs to be completed with the FCPS. She said that is the Audit of PeopleSoft HRMS and Network Security. Ms. Griffis said she has spoken with FCPS Technology Department but has not received their response to date and she will follow-up again in January.

Status of Hotlines

None

Other Business

Ms. Griffis said the advertisement for the County Fraud Hotline will go out next week to all County Employees.

Ms. Griffis said we have not started the process of updating the Audit Manual but it will begin soon and said she hopes to have this completed in January.

Ms. Griffis said she has been tasked to go over the County Code as it relates to the Internal Audit Department. She said the IIAA bylaws will need to be updated as well (reference County Council/County Executive instead of Board of County Commissioners).

Ms. Griffis said we have updated our COOP Plan and submitted it to our Emergency Preparedness Department. She said it is included in the packet for your information only and there is no action needed from the IIAA.

Ms. Griffis said she met with SB, the external auditors, to discuss anything that may have come up during their audit with FCPS and FCC. She said once their audit is complete, she could then issue a management letter to highlight their findings, if any. Ms. Griffis said she could do this on an annual basis for the IIAA.

**Mr. Bob Kimble made a motion to end the open session of the meeting, seconded by Ms. Doris White. All those present were in favor and the motion passed unanimously.**

The open meeting adjourned at 8:50am.

Respectfully Submitted,

Dawn Reed  
Administrative Coordinator