

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
December 18, 2013**

The Interagency Internal Audit Authority (IAA) met at 8:00 a.m., December 18, 2013, in the Winchester Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

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

IA Staff: Tricia Griffis and Dawn Reed.

FCC Staff: None.

FCPS Staff: None.

FCG Staff: None.

Contractors: None.

External Auditors: Chris Lehman (SB & Company).

Mr. Steven Darr called the IAA open meeting of December 18, 2013 to order at 8:05am.

Approval of Open Minutes

Ms. Doris White made a motion to approve the open meeting minutes of November 20, 2013, as written, seconded by Mr. Shaun Jones. All those present were in favor and the motion passed unanimously.

FY15 Budget Update

Ms. Tricia Griffis said our FY15 Budget was submitted on time to the Budget Office and they have approved our submitted budget. However, she said she now would need a vote from the IAA for this budget approval and submission. Ms. Griffis said that \$35,000 from the prior year did get encumbered at the end of FY13 and the remaining \$6,000 from that has been rolled over into the FY14 budget.

Ms. Doris White made a motion to approve the Fiscal Year 2015 Budget acknowledging a few minor changes and submitting to the Board of County Commissioners for their final approval. This motion was seconded by Mr. Bob Kimble. All those present were in favor and the motion passed unanimously.

Status of Assignments

Ms. Griffis said the Sheriff's Department Evidence and Property Room Audit was delivered to Ms. Kelly Hammond on December 4, 2014 for her final review and completion. She said she will follow up with Ms. Hammond after the holidays. Ms. Griffis said the completion date is still approximately 60 days.

Ms. Griffis said the audit that SC&H is conducting of the Funding for Replacement/Maintenance of Fire and Rescue Apparatus is moving along very well. She said she has received their monthly status report which she will discuss in the closed session of this meeting.

Ms. Griffis said the audit that Cotton & Company is conducting on the Review of External Network IT Security Controls for Frederick County has begun. She said she has held the planning meeting with Cotton & Company along with the County's IT Department. Ms. Griffis said Cotton & Company will be sending out their PBC list by the end of this week. She said an end date of March is expected for the final report.

Ms. Griffis said the Sheriff's Department Overtime Task Order status can be discussed in the closed session of this meeting.

Follow-Ups

Ms. Griffis indicated there were still a couple of follow-up reports that needed to be closed out. She said Diane George, Procurement & Contracting Director, is working on getting her a copy of a policy between DPW and DUSWM (this is from a 2007 report).

Ms. Griffis said the audit of FCPS PeopleSoft still has an open item which she is waiting on FCPS to respond to.

Ms. Griffis said she plans to follow up on the 2012 DUSWM Audit in January 2014, as well as the P-Card Audit in February 2014.

Status of Hotlines

None

Other Business

Ms. Griffis said our Hotline Flyer did go out in the January edition of the County Column. Ms. Griffis said FCC has decided to utilize our hotline services, however, FCPS at this time has decided to not utilize our services as they are looking to hire an outside third party to monitor and operate this service for them. Ms. Griffis said she would work with Ms. Leslie Pellegrino at FCPS to ensure we are being advised of any issues that may arise from their hotline.

Ms. Griffis said Ms. Dawn Reed is working on the Audit Manual to have it updated and completed for the February 2014 meeting.

Ms. Griffis said she has been working on the County Code for Frederick County Charter Government to update any wording that would change from "BoCC" to "County Executive and County Council." She said she is meeting with County Attorney, John Mathias, to go over these changes and to see what will be the next step. Mr. Steve Darr suggested that a member of the IAA craft some suggestions/wording to possibly be incorporated into the IAA section of the new code regarding the guidelines for quorum meetings and the duties and responsibilities of the Chair and the Board as a whole. Ms. Griffis said when she meets with Mr. Mathias, she will ask his opinion on this and if he may have some wording suggestions.

Ms. Griffis said due to the resignation of the IAA Chair, Mr. Steve Darr will now be the Acting Chair. She said she has informed Ms. Joyce Grossnickle of this vacancy, who will be placing an ad for this opening in January 2014.

Ms. Griffis said the external County auditing firm SB & Company has finalized the CAFR and will finalize the single audit this coming Friday, which would then finalize the internal controls letter. She said there were not any issues or significant deficiencies that were noted.

Mr. Steve Darr made a motion to end the open session of the meeting, seconded by Mr. Shaun Jones. All those present were in favor and the motion passed unanimously.

The open meeting adjourned at 8:40am.

Respectfully Submitted,

Dawn Reed
Administrative Coordinator