

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
January 16, 2013**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., January 16, 2013, in the Winchester Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Allan Joseph (Chair), Carrie Gill (Vice Chair), Steven Darr, and Doris White

IA Staff: Richard Kaplan, Kelly Hammond, and Dawn Reed

County Staff: None

FCPS Staff: None

FCC Staff: None

External Auditors: Chris Lehman, SBC and Jeff Glass, SBC

Introductions

Mr. Allan Joseph opened and called the meeting to order at 8:10am.

Approval of Open Minutes

Ms. Carrie Gill made a motion to approve the open meeting minutes of December 19, 2012, as written, seconded by Ms. Doris White. All were in favor and the motion passed unanimously.

Ms. White made a motion to approve the closed meeting minutes of December 19, 2012, as written, seconded by Ms. Carrie Gill. All were in favor and the motion passed unanimously.

Status of Assignments

Ms. Kelly Hammond said last month we had presented the Cotton & Company and the SC&H reports on the results of the planning surveys of purchasing at FCC and FCPS. Ms. Hammond said we are currently in the planning stage of the Evidence and Property Room Audit for the Sheriff's Department. She said it is about 85% complete and that we are now finalizing a risk assessment and will be developing the audit program. Ms. Hammond said plans to start the testing phase will begin next month. Ms. Hammond said new starts within the month are the FCPS Purchasing, second phase task order #2 by SC&H. She said the next reports submitted will be an audit of FCPS purchasing by SC&H and once we complete the audit of the Evidence and Property Room, we will present that to the Authority as well. Ms. Hammond said the Evidence and Property Room Audit should be completed before the end of the fiscal year in May or June depending on when we receive their response.

Status of Hotlines

None

Other Business

None

At this time, Mr. Allan Joseph asked for a motion to close the open session and go into a closed session.

Mr. Steve Darr made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §10-508, to discuss the status of the next task orders for contractors and to discuss a personnel matter. The motion was seconded by Ms. White. All were in favor and the motion passed unanimously.

NOTE: The Open Meeting Act does not apply to a public body when discussing an administrative function.

The open session of the meeting ended at 8:15am.

Respectfully Submitted

Dawn Reed
Administrative Coordinator