

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

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., February 20, 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, Commissioner Blaine Young, and Doris White

IA Staff: Kelly Hammond and Dawn Reed

County Staff: None

FCPS Staff: None

FCC Staff: None

External Auditors: None

Introductions

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

Approval of Open Minutes

Ms. Doris White made a motion to approve the open meeting minutes of January 16, 2013, as written, seconded by Ms. Carrie Gill. All were in favor and the motion passed unanimously.

Status of Assignments

Ms. Kelly Hammond noted to the Authority that the format of the Monthly Status Report has changed slightly to eliminate any duplicate information.

Ms. Hammond said with the new start of the Review of the External Network IT Security Controls at Frederick Community College (FCC), which Cotton & Company will be performing, she does have an entrance conference scheduled later in the day with the FCC IT staff and Cotton & Company. She said she will inform the Authority of the outcome at next month's meeting. Ms. Hammond said there are no monthly status reports from either Cotton & Company or SC&H at this time because SC&H hasn't begun the second phase at FCPS and because Cotton & Company hasn't had the entrance conference.

Status of Hotlines

None

Other Business

Ms. Hammond said she wanted to let the Authority know that she will be speaking at the National ALGA Conference in Nashville from May 3-8, 2013.

Mr. Joseph discussed an application that was received for a volunteer position as a member of the IIAA. This position is to replace Mr. Jim Stanker. He said the next step will be for Ms. Hammond and him to interview the applicant and then the Authority members will be able to vote and forward the name to the BoCC for final approval.

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

Commissioner Blaine Young made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §10-508, to discuss an administrative function (status of the next task orders for contractors) and to discuss a personnel matter. The motion was seconded by Mr. Steve Darr. 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 8:20am.

Respectfully Submitted

Dawn Reed
Administrative Coordinator