

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

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

IA Staff: Kelly Hammond, Dawn Reed, and Mark Matlock

County Staff: Erin White

FCPS Staff: Rob Reilly

FCC Staff: None

External Auditors: None

Introductions

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

Approval of Open Minutes

Mr. Steve Darr made a motion to approve the open meeting minutes of February 20, 2013, as written, seconded by Ms. Doris White. All were in favor and the motion passed unanimously.

Ms. Doris White made a motion to approve the closed meeting minutes of February 20, 2013, as written, seconded by Mr. Steve Darr. All were in favor and the motion passed unanimously.

IIAA Vacancy/Nominations

Mr. Joseph said that we had one person submit a letter of interest for the public vacancy on the IIAA, Mr. Shaun M. Jones. He said the position Mr. Shaun Jones is applying for is to replace Mr. Jim Stanker who has served on the IIAA for the past eight years. Ms. Carrie Gill made a motion to accept and approve Mr. Shaun M. Jones as a public member of the IIAA, and to submit this recommendation to the BoCC, seconded by Ms. White. Mr. Darr voted aye, Mr. Joseph voted nay, and Mr. Stanker abstained. The vote was 3-1 and therefore the motion passed.

IIAA Facebook Page

Ms. Kelly Hammond said the BoCC and County staff is in the process of developing a new Frederick County Government boards and commissions Facebook page that will become an active site within the next few weeks. Mr. Stanker made a motion to reject the creation of a Facebook Page for the IIAA, seconded by Mr. Darr. All were in favor and the motion passed unanimously.

Status of Assignments

Ms. Hammond said we have completed the planning phase and are now in testing phase of the Sheriff's Department Property/Evidence Room Audit. She said she will be scheduling a meeting with Sheriff Jenkins and Lt. Nee to discuss the findings that came up during planning.

Ms. Hammond said that SC&H and Cotton & Company are continuing to work on their respective audits and both have submitted a status report and their first invoices as well. She said she will discuss the status reports in further detail in the closed session of this meeting.

Status of Hotlines

None

Other Business

Ms. Hammond wanted to give the IIAA an update on the P-Card Audit because she had contacted Ms. Diane George, Director, Procurement and Contracting. Ms. Hammond said that Ms. George previously worked for Howard County where they used a P-Card system quite significantly. Ms. Hammond said she advised Ms. George that we will be conducting a follow-up to our P-Card Audit and Ms. George has already implemented one of the recommendations before she even knew about our report. Ms. Hammond said that Ms. George is in total agreement with our recommendation to require the use of a P-Card for all purchases of \$2,500 or less if the vendor accepts the card, saving the County approximately \$500,000 a year. Ms. Hammond said Ms. George would like to increase that amount to \$5,000 which would save the County even more money per year.

Ms. Hammond said she will be meeting with various Directors within the County and at FCC and FCPS to begin the risk assessment and audit plan for FY14. Ms. Hammond said she has been in discussions with our Budget Office and has estimated that our personnel account may be over by approximately \$650 at the year-end, if we should continue with Mr. Mark Matlock through the end of June. She said she will continue to monitor that account.

At this time, Mr. Joseph asked for a motion to close the open session and go into a closed session. Mr. Stanker 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). 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 8:50am.

Respectfully Submitted,

Dawn Reed
Administrative Coordinator