

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
May 15, 2013**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., May 15, 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), Shaun Jones, 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

Mr. Shaun Jones made a motion to approve the open meeting minutes of April 17, 2013, as written, seconded by Ms. Doris White. All were in favor and the motion passed unanimously.

Mr. Jones made a motion to approve the closed meeting minutes of April 17, 2013, as written, seconded by Ms. White. All were in favor and the motion passed unanimously.

Status of Assignments

Ms. Kelly Hammond said Cotton and Company has sent her an initial draft report that she will begin to review. She said she has asked that they include some flow charts in their report. Ms. Hammond said SC&H is also working on their draft report and will have that to her by the beginning of next week. Ms. Hammond said that Mr. Mark Matlock is finishing up the initial draft report on the Sheriff's Department Audit as well. She said he should probably be finished that by the end of this week. Ms. Hammond said she will be reviewing all of these reports as well as finalizing the risk assessment and will do her best to have them for the next meeting. She said that the risk assessment will be her main focus, as it is a mandatory requirement.

Ms. Hammond said an entrance conference has been scheduled for May 28, 2013 for the Fire and Rescue Audit.

Status of Hotlines

See Closed Minutes.

Other Business

Mr. Joseph said the reappointment of Mr. Steve Darr was approved by the BoCC on May 9, 2013.

At this time, Mr. Joseph asked for a motion to close the open session and go into a closed session. Ms. White made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §10-508 (a) (1), to discuss: (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction (topic: personnel and administrative matters). The motion was seconded by Mr. Jones. All were in favor and the motion passed unanimously.

The open session of the meeting ended at 8:20am.

Respectfully Submitted,

Dawn Reed
Administrative Coordinator