

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
August 20, 2014**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., August 20, 2014, in the Elections Board Conference Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Shaun Jones (Vice Chair), Bob Kimble, Commissioner Blaine Young, Doris White, and Colleen Cusimano

IA Staff: Dawn Reed

FCC Staff: Tricia Griffis

FCPS Staff: Melanie Thom, Mitch Hose, John Mathias

FCG Staff: None

Contractors: None

External Auditors/Guests: None

Mr. Shaun Jones called the IIAA open meeting of August 20, 2014 to order at 8:15am.

Approval of Open Minutes

**Mr. Bob Kimble made a motion to approve the open meeting minutes of July 16, 2014, as written and submitted, seconded by Ms. Doris White. All those present were in favor and the motion passed unanimously, with Mr. Shaun Jones abstaining.**

Status of Assignments

- **Internal function: FCSO Evidence and Property Room Audit** – was approved and posted to web on 8/13/14. Mr. Shaun Jones noted that the web link for the 2015 Audit Reports is broken and should be corrected as soon as possible (link now correct).
- **Cotton & Co: FCG Review of Wireless and Network IT Security Controls** – approved and posted to web 7/28/14.
- **Cotton & Co: FCC Timesheet Controls** – Mr. Shaun Jones said Cotton & Co. has submitted their draft planning phase with cost estimate and concerns have been raised about the staffing mix. Ms. Dawn Reed said Mr. Steve Darr requested all correspondence between Mr. Michael Gillespie of Cotton & Co. and Ms. Tricia Griffis to determine if a letter should be written to Cotton & Co. asking them to reconsider their cost estimate. Mr. Shaun Jones said this along with Task Order #2 is on hold pending Mr. Darr's action. Mr. Shaun Jones mentioned there is no need for Cotton & Co. to be present at the IIAA meeting to present draft results; only need to be present for final submission. Mr. Jones also had some comments regarding the tasks being performed under this audit and suggested that these be addressed in the memo along with the cost estimate concerns.
- **Cotton & Co: FCG, Fire & Rescue Financial Transactions Audit** – Mr. Jones said Cotton & Co. has met with Mr. Bob Baker to gain an understanding of the procurement controls. Mr. Jones said Cotton & Co. has indicated that there have been some delays in obtaining the information from Procurement and Contracting, however, work is still in process. Mr. Bob Baker said his concern was that Cotton & Co. would begin to take advantage of the Division not having a Director in place and by not adequately spelling out the requirements of this audit. Ms. Tricia Griffis mentioned her concern with this audit and Mr. Mark Devers, the manager in charge, noting that he was not asking or addressing the appropriate questions related to this audit. Mr. Jones said he believes that a conference call between himself, Mr. Steve Darr, and Mr. Michael Gillespie and Mr. Mark Devers, detailing the specific requirements would be beneficial. He said Mr. Bob Baker and Ms. Tricia Griffis could also be included in that conference call. Mr. Bob Kimble suggested a list also be prepared by Cotton & Co. spelling out the specific list of requirements and information requested.

IAA Resolution

Mr. John Mathias presented the draft changes to the IAA as requested by Ms. Tricia Griffis. He said there were only a few minor changes involved at this time. Mr. Mathias said at a later date they will address the wording related to BoCC and County Commissioners → County Executive and County Council. He noted that this cannot be effective until December 1, 2014. Once the changes were presented the IAA voted to approve the IAA Resolution at this time.

**Mr. Bob Kimble made a motion to accept and approve these changes to the IAA Resolution and submit them to the County Commissioners for adoption, seconded by Ms. Doris White. All those present were in favor and the motion passed unanimously.**

Follow-Ups

A follow-up memo was issued on July 16, 2014, to FCPS regarding Report #14-02, Purchasing Operations. The memo requested a response by August 30, 2014.

Status of Hotlines

Will be discussed in the closed session.

Other Business

- **RFP** – Ms. Dawn Reed said the RFP was issued by Procurement and Contracts and a copy is being handed out. She said the first pre-proposal meeting is scheduled for September 2, 2014 at 9:30am.
- **Hotel Rental Tax Audit** – Mandated audit every two years. It was noted by the IAA that the Hotel Rental Tax will be late in getting issued due to not having a Director in place. Mr. Shaun Jones said the last Hotel Rental Tax Audit that was issued was in great detail and didn't see a problem with delaying the audit for another year and suggested we request from the BoCC, a one year extension.

**Mr. Shaun Jones made a motion to request permission from the BoCC to roll over the Hotel Rental Tax Audit into the next year and include all three years together as the last Hotel Rental Tax Audit was adequately sufficient in detail, seconded by Commissioner Blaine Young. All those present were in favor and the motion passed unanimously.**

- **Risk Assessment** – It was noted by the IAA that the Risk Assessment will be late in getting prepared for this year due to not having a Director in place. Ms. Tricia Griffis did mention that the Risk Assessment is an ongoing document and she did keep that updated while she was Director. She also mentioned this should be the first item of importance for the new Director to complete.

**Commissioner Blaine Young made a motion to end and adjourn the open session of the meeting and go into a closed session (see closed minutes), seconded by Mr. Bob Kimble. All those present were in favor, and the motion passed unanimously.**

The open meeting adjourned at 9:05am.

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator