

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
SEPTEMBER 16, 2015**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., September 16, 2015, in the 1<sup>st</sup> Floor Hearing Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Steve Darr (Chair) by conference call, Shaun Jones (Vice Chair), Eric Wu, Timothy Wesolek, and Colleen Cusimano.

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: None

FCPS Staff: None

FCG Staff: Erin White

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr called the IIAA open meeting of September 16, 2015 to order at 8:06am.

Approval of Open Minutes

**Ms. Colleen Cusimano made a motion to approve the open meeting minutes of July 16, 2015, as written and submitted, seconded by Mr. Shaun Jones. All those present were in favor. The motion passed unanimously.**

Status of Assignments

Ms. Tricia Griffis said that CLA is finishing up with the Hotel Rental Tax Audit and has provided a draft, which has been reviewed with the Finance Department. She said she should receive the final draft with the Management responses by the end of next week and said this report should be ready for vote at the next meeting.

Ms. Griffis said that LOSAP has kicked off however, we have been held up for some meetings with the LOSAP committee, but should pick up after the committee meeting tomorrow.

Ms. Griffis said regarding the FCC receivables, she and Mr. Steve Darr had a discussion with SB & Company to go over internal controls and some general audits regarding any fraud, waste, and abuse that had been noted throughout the year; also discussed the FCC receivable issue and will discuss further in a closed session. Ms. Griffis said the next project for CLA that is going to be on the schedule is a construction management/change order for the County or an FCC project. She said she would like to do something at FCC before the County because they haven't had anything done over there for while.

Ms. Griffis said that SC&H has been doing tremendous work and she is very pleased with them. Ms. Griffis said the FCG P-Card Audit is in the testing phase and SC&H has been working on the narratives and now they have put their sample selection together. She said they have access to the County system and will start pulling documents today.

Ms. Griffis said the Management Turnover Report is in the packet and will discuss further in a closed session.

Ms. Griffis said the FCG and FCPS Payroll and Timesheet Controls Agreed Upon Procedures are in process and they have had a few meetings already with both entities and already has started narrating and drafting their control process.

Ms. Griffis said that a follow up was issued to DFRS for the audit of Apparatus Repair and Maintenance/Replacement. She said a lot of the follow up just needed a policy and procedure from them and fleet for which they have asked for an extension until December 2015. Ms. Griffis said the DFRS OT/Telestaff Analysis follow up was also sent out, however, DFRS seems to have changed their minds on a few of the recommendations. Ms. Griffis said she has requested a meeting with DFRS to discuss.

Ms. Griffis said the FCPS Purchasing Audit follow up has one recommendation open and that is expected to be implemented by June 2016.

Ms. Griffis said the FCG IIT Security Network follow up will be issued at a later date due to a change in leadership with IIT.

IIAA Resolution

Ms. Griffis said an updated copy with all of the suggested changes by the IIAA members was sent out to everyone for review. After review and discussion, the IIAA agreed to take an email vote on the Resolution after the County Attorney's review and input.

Special Projects

Ms. Griffis said the permitting special project has been completed and is ready for a vote by the IIAA. The IIAA agreed to make this report public and to post to the Internal Audit Website.

**Ms. Colleen Cusimano made a motion to accept and approve the Permit Special Project Report and post to the Internal Audit Website, seconded by Mr. Shaun Jones. All those present were in favor. The motion passed unanimously.**

Ms. Griffis said the mail room operations special project has also been completed and is ready for a vote by the IIAA. The IIAA agreed to post this report to the Internal Audit Website.

**Ms. Colleen Cusimano made a motion to accept and approve the Mail Room Operations Special Project Report, seconded by Mr. Shaun Jones. All those present were in favor. The motion passed unanimously.**

Risk Assessment

Ms. Griffis said she would discuss this further in the closed session.

Fraud Hotline

Ms. Griffis said there was hotline complaint that came through the Office of Legislative Audits requesting that we look further into the matter. She said the complaint was again FCPS and their purchasing practices. Ms. Griffis said she did investigate this issue and found there was nothing done wrong with the purchasing procedures at FCPS. She said we can discuss further in a closed session.

Other Business

The IIAA discussed the County Organizational Chart and how the IIAA is reporting on the chart. Ms. Griffis said she would check with the County Attorney's Office and Ms. Joyce Grossnickle, to see if we can request those changes.

**At 9:19am: Mr. Steve Darr made a motion to go into a closed session (see closed minutes), in accordance with Maryland Annotated Code Government Article §10-508 (a) to conduct an Administrative Function, seconded by Mr. Shaun Jones. All those present were in favor, and the motion passed unanimously.**

The open meeting paused at 9:19am (for closed session) and adjourned at 10:30am.

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator