

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
OCTOBER 20, 2015**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., October 20, 2015, in the 1st Floor County Council Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Steve Darr (Chair), Shaun Jones (Vice Chair), Bob Kimble, Eric Wu, Council President Bud Otis, and Timothy Wesolek

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 October 20, 2015 to order at 8:05am.

Approval of Open Minutes

Mr. Timothy Wesolek made a motion to approve the open meeting minutes of September 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 has completed the Hotel Rental Tax Audit and was emailed to each member. She said she has asked that CLA put the management responses with each recommendation as the report then becomes a much easier read.

Council President Bud Otis made a motion to approve the Hotel Rental Tax Audit with redacted hotel names and to release this as a public document and post to the Frederick County Government website, seconded by Mr. Bob Kimble. All those present were in favor. The motion passed unanimously.

LOSAP: Ms. Griffis said that LOSAP is still in progress and only has about five more stations to visit. She said the visits have been going very well and should wrap up the station testing next week and will then meet with Mr. Chip Jewell and the LOSAP Committee within the next two weeks.

FCC Receivables: Ms. Griffis said FCC has been having issues with their Student Receivables Software not matching up with their PeopleSoft Software. She said this is listed on the risk assessment and recommends this should be looked into. Mr. Timothy Wesolek said he will be having a call with the FCC President later in the afternoon and will bring this to her attention.

FCG P-Card: Ms. Griffis said that SC&H is continuing and is heavy into the process with the testing.

FCG Management Turnover: Ms. Griffis said the Management Turnover Report is complete and she has all the management responses except for one, which she would like for the Finance Division to look over and complete a response. Ms. Griffis said she is meeting with Ms. Lori Depies later in the afternoon and will have that response completed and will send the Final Management Turnover Report out for an email vote within the next two days.

FCG and FCPS Payroll and Timesheet Controls: Ms. Griffis said the FCG and FCPS Payroll and Timesheet Controls Agreed Upon Procedures are continuing and said SC&H is in the process of writing their narrative process and putting together the audit program.

Follow Ups: Ms. Griffis said that she has been following up with DFRS on three of their audit projects (Apparatus Repair and Maintenance/Replacement and the two special projects, overtime and inventory). She said she still has some questions on their responses and will be meeting with them next week.

Ms. Griffis said the FCG IIT Security Network follow up will be issued in November as their responses indicated an implementation date of September 30, 2015.

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

IIAA Resolution

Ms. Griffis said the Resolution should be on the County Council agenda within the next two weeks. She said she hasn't heard anything from the County Executive's Office as of yet.

Special Projects

FCC Overtime Analysis - Ms. Griffis said she hasn't heard from FCC on their overtime analysis (from her first request back in May) but will continue to follow up with them on this issue. Mr. Wesolek said he will bring this up also with the FCC President later in the day.

Permitting Special Project – Ms. Griffis said several articles were released in the Frederick News Post and has copies of those articles for handout.

Mail Room Operations Special Project - Ms. Griffis said she met with County Executive Gardner and she has indicated that she would like more to be done with this special project. Ms. Griffis said she could spend a little more time on this project, however, she noted the back log in services and feels there appears to be more material projects to conduct. She said County Executive Gardner is looking for a more cost analysis and what the needs truly are now as to when the MOU was first established. Mr. Steve Darr said he feels this is something that the IIAA should not be looking into and believes this is more of a Finance/Management issue. The IIAA were all agreement and by a polling vote, decided unanimously to not continue with this special project as we do not have the resources and to defer the project to the Finance Division or to the Special Projects Team within the County Executive's Office.

Overtime Staffing Analysis – Ms. Griffis said that Mr. Jack Markey, Director, Emergency Communications, continues to bring up this issue which is on the risk assessment for FY 2016. She said will be meeting with him next week to determine the next steps and develop the special project task order. Ms. Griffis said their main concern is the wasted overtime and the need for individuals not being able to provide services in the way that they should.

Risk Assessment

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

Fraud Hotline

FCG: None

FCPS: Ms. Griffis said there was hotline complaint that came into FCPS after the packet was distributed. She said the complaint was regarding a concern with custodial timesheets which is actually being looked at through the Overtime and Timesheet Controls being conducted right now, this concern will be addressed. Ms. Griffis said FCPS is doing their own internal investigation as well.

Other Business

Ms. Griffis said Ms. Joyce Grossnickle did not get back with us on the organizational chart, but apparently, it is in the process of being updated due to other entities having the same issue.

At 8:55am: Mr. Bob Kimble 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 ended at 8:55am (for closed session).

Respectfully Submitted,



Dawn Reed
Administrative Coordinator