

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
JUNE 15, 2016**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., June 15, 2016, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

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

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: None

FCG Staff: None

Contractors: None

External Auditors/Guests: None

Mr. Shaun Jones, Vice Chair, called the IIAA open meeting of June 15, 2016, to order at 8:05am.

Approval of Open Meeting Minutes – May 18, 2016

Mr. Bob Kimble made a motion to approve the open meeting minutes of May 18, 2016, as written and submitted, seconded by Mr. Timothy Wesolek. All those present were in favor (Colleen Cusimano absent for vote). The motion passes.

Mr. Timothy Wesolek made a motion to approve the closed meeting minutes of May 18, 2016, as written and submitted, seconded by Mr. Bud Otis. All those present were in favor (Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

FCC Draft Accounts Receivable Report (CLA) - Ms. Griffis said this report is in draft and not ready to be voted. She said we are still waiting on FCC management responses, but wanted the IIAA to review the report since CLA has released it. Ms. Griffis said due to this report being delayed, she wanted to get a draft to the IIAA as soon as possible to review before edits and management responses.

FCG Capital Improvement Project (CLA) – Ms. Griffis said the report is in process, all walkthrough meetings have been concluded, and CLA is currently working on flowcharts. She said they are working on finalizing the risk assessment matrix and streamlining the process and controls and flowcharts. Mr. Steve Darr asked that CLA include on future status reports, the budgeted hours/fees and a sentence that would state if they were on track/within budget for that project (similar to those submitted by SC&H).

FCG Emergency Communications Testing Phase (SC&H) – Ms. Griffis said we are currently in the testing phase process of this audit.

FCPS P-Card (SC&H) – Ms. Griffis said a draft of the planning phase is included in the packet and ready for a vote. She said she has also included in the packet, the task order for the testing phase and SC&H’s response to the task order, which is also ready for a vote. The IIAA had questions and requested changes to the planning phase report and will vote at the July meeting after all edits have been made.

Mr. Shaun Jones made a motion to approve and issue to SC&H, Engagement Task Order #16-10, FCPS P-Card Testing Phase, seconded by Mr. Timothy Wesolek. All those present were in favor (Colleen Cusimano absent for vote). The motion passes.

DFRS OT and Staffing Analysis (special project) – Ms. Griffis said this project is in process and she has met with Deputy Chief Coe. She said her report will include a matrix for the current staffing mix, the staffing mix for FY17, and the staffing mix DFRS wishes to have beyond FY17.

Misc. Follow-Ups:

- F&R Apparatus Repair and Maintenance Audit, F&R OT/Telestaff Special Project, F&R Inventory Special Project: Ms. Griffis said third follow up meetings were held on April 28th at which time, DFRS requested more time to complete the recommendations made in these three reports (end of 2016). The IIAA discussed and agreed that a memo should be sent to Chief Owens explaining that these audits have been open for quite some time and that if responses are not received by the end of this calendar year, the IIAA will forward this information to the County Executive.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

Ms. Griffis said the IIAA Resolution has gone through the process and is now in the County Executive Office for review and should be going to the County Council sometime in July.

Ms. Griffis said the annual report with the chart of work “complete” and “in process” is included. Mr. Steve Darr asked that the report be revised to show all the same reports grouped together.

Ms. Griffis said we were on hold for the FCPS Personally Identifiable Information (PII) Audit due to their PeopleSoft System getting updated. She said the FCG PII Audit was next on the risk assessment, however, we will be getting an entire new ERP system and therefore wanted to wait until final implementation to begin that audit as well. Ms. Griffis suggested that the PII Audit for the County be split into two pieces (how is PII information obtained and stored for external base customers and then PII information obtained and stores for internal base).

Ms. Griffis said the contractor analysis is included in the packet

At 9:31am: Mr. Steve Darr made a motion to go into a closed session, in accordance with Maryland Annotated Code General Provisions Article §3-305 (b) to discuss an Administrative Function (topic: follow up to special project discussion). This motion was seconded by Mr. Bob Kimble. All those present were in favor (Colleen Cusimano, Bud Otis, and Timothy Wesolek absent for vote). The motion passes.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator