

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
JULY 20, 2016**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., July 20, 2016, in the 2<sup>nd</sup> 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, Council President Bud Otis, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Rob Reilly and Billy Meekins

FCG Staff: None

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of July 20, 2016, to order at 8:05am.

Approval of Open Meeting Minutes – June 15, 2016

**Mr. Bud Otis made a motion to approve the open meeting minutes of June 15, 2016, as written and submitted, seconded by Mr. Bob Kimble. All those present were in favor (Eric Wu, Timothy Wesolek, and Colleen Cusimano absent for vote). The motion passes.**

**Mr. Bob Kimble made a motion to approve the closed meeting minutes of June 15, 2016, as written and submitted, seconded by Mr. Shaun Jones. All those present were in favor (Eric Wu, Timothy Wesolek, and Colleen Cusimano absent for vote). The motion passes.**

**At 8:07am: 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 a special project discussion; Craig Issue). This motion was seconded by Mr. Bob Kimble. All those present were in favor (Eric Wu, Timothy Wesolek, and Colleen Cusimano absent for vote). The motion passes.**

**At 8:30am: Mr. Steve Darr made a motion to end the close session and return to the open session of the meeting.**

Status of Assignments

FCC Receivables Audit - Ms. Griffis said she emailed the IIAA a draft copy of the audit report and also has hard copies here today. She said it does include the management responses but does not have the corrections incorporated from the emails, but she wanted to go ahead and distribute the report to the IIAA for their review. Mr. Grutzkuhn said they are meeting next week and will have completed all the responses and agreed with all of the recommendations. Ms. Griffis said once she receives all of the responses, she will put out an email vote for approval.

Capital Improvement Project – Ms. Griffis said she has the report in draft form and has reviewed the report as well. She said she had requested changes to be made to the report and once they have been made, she expects the report to be finalized sometime by the beginning of August.

ECC Staffing – Ms. Griffis said this audit is in the testing phase.

FCPS P-Card (planning and testing phase) – Ms. Griffis said we are already in the testing phase process of this audit and she is requesting a vote from the IIAA on the Planning Phase Report.

**Mr. Shaun Jones made a motion to approve and accept the Frederick County Public Schools' P-Card Planning Phase Report and to issue the task order for the P-Card Testing Phase, seconded by Mr. Bob Kimble. All those present were in favor, except for Mr. Bub Otis who abstained from the vote (Eric Wu and Timothy Wesolek absent for vote).**

DFRS Overtime and Staffing Analysis – Ms. Griffis said she has gone through the current staffing, the projected staffing for FY17 and the projected staffing for FY18. She has delineated all of the information and has come with what she is deeming as recommendations for the staffing they need. Ms. Griffis said she is starting to work on the next phase of this projects, which is retirements and the numbers coming up in the next five (5) years and also the FMLA data and the averages of those employees out on the FMLA. She plans to have a draft report at the September meeting.

Misc. Follow Ups:

DFRS - Ms. Griffis said communication has been sent to DFRS and Fleet Services on their open audit recommendations for the Apparatus Repair and Maintenance Audit and the Inventory Project. She has requested their responses by December 31, 2016. Ms. Griffis said she did close out the DFRS Overtime and Telestaff Project.

IIT Internet Security Audit - Ms. Griffis said she has been meeting with Mr. Tom Dixon, IIT Director every month and go through the recommendations that are still open. She said IIT has laid everything out in a color coded risk assessment to address these items.

Salaried Management Turnover – Ms. Griffis said a follow up letter will be sent out for their response this month.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

IIAA Resolution – Ms. Griffis said the Resolution is still in the County Executive's Office. Ms. Dawn Reed explained the process as: (1) County Executive approval; (2) submit to the County Council for a workshop, if needed; (3) first read session by County Council; (4) public hearing; (5) second read and final vote. Mr. Steve Darr requested to be notified when the Resolution is put on the Council's agenda.

Annual Report – Ms. Griffis said the report has been updated and is included in the packet for the IIAA review.

Risk Assessment – Ms. Griffis said she has a couple department left to meet with and will start to put together the risk assessment and work plan for the IIAA review and vote.

Mr. Shaun Jones suggested a form letter be drafted to address vacancies on our Authority. After discussion, it was agreed that a notification letter would not be necessary at this time. Mr. Darr suggested to wait until after the IIAA Resolution has been adopted and codified into the County Charter.

Mr. Darr said the IIAA will not hold an August meeting this year. He said the next IIAA meeting will be September 21, 2016.

**At 9:03am: Mr. Steve Darr made a motion to end and adjourn the July 20, 2016 IIAA Meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator