

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

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., December 20, 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, Council President Bud Otis, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Leslie Pellegrino

FCG Staff: Tom Owens, Tom Coe, and Steve Leatherman

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of December 20, 2016, to order at 8:00am.

Approval of Open Meeting Minutes – November 16, 2016

Mr. Shaun Jones made a motion to approve the open meeting minutes of November 16, 2016, as amended, seconded by Mr. Bud Otis. Those present voted in favor (Bob Kimble, Eric Wu and Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

CLA:

Capital Improvements Project – Ms. Griffis said she spoke with Mr. Sean Walker of CLA and the testing phase of this audit will begin in January.

Water & Sewer Billing System/Processes – Ms. Griffis said the task order has been drafted and has a copy of the draft for the IIAA review. She said a vote is not required at this time, but wanted the IIAA to have it for review. Ms. Griffis said this task order will be issued to SC&H due to their expertise in this area.

SC&H:

ECC Staffing – Ms. Griffis said she has received the report back from ECC and has reviewed their comments, however, they need more information to be included in their responses so a meeting has been scheduled for January to discuss these items.

PII Planning Phase Audits (FCG, FCC, FCPS) - Ms. Griffis said the County PII Audit is through the survey stage and has met with all of the Divisions and Departments and SC&H is beginning to assess all of the risks from the results of the surveys and the meetings. She said they plan on having a draft report by the end of January. Ms. Griffis said surveys from FCC have been collected and meetings have started to be scheduled there. She said FCPS surveys have also been sent out and they are due back by the end of January and meetings will start to be scheduled then.

IA Special Projects:

DFRS Overtime and Staffing Analysis – Ms. Griffis said she provided the DFRS Overtime and Staffing Analysis Memorandum for your review, discussion, and/or approval.

Mr. Shaun Jones made a motion to accept and approve, subject to any material changes, the Division of Fire and Rescue Services Overtime and Staffing Analysis Special Project Report as written and submitted by Ms. Tricia Griffis and to make public and post on the County Website, seconded by Ms. Colleen Cusimano. Those present were in favor (Bob Kimble, Eric Wu, and Bud Otis absent for vote). The motion passes.

Misc. Follow Ups:

DFRS - Ms. Griffis said the Apparatus and Repair Maintenance Audit is being closed and the Inventory Audit has one open item related to the Volunteer Database which a meeting with Chip Jewell has been scheduled.

IIT Internet Security Audit - Ms. Griffis said she is continuing to work with IIT on a bi-weekly basis until the open item gets resolved. She said in the interim, IIT has put into place management controls that is working well.

FCPS Purchasing – Ms. Griffis said this audit is being closed as well.

FCG Salaried Management Terminations – Ms. Griffis said this audit will be closed soon. She said she needs to review the policies once they are completed.

FCG Towing – Ms. Griffis said the CAD system is being changed and will be meeting with Brian Easterday once that begins.

FCG P-Card – Ms. Griffis said she has a few minor things to finish up and this will be closed.

LOSAP – Ms. Griffis said this will be coming to completion once she has met with Chip Jewell.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

Risk Assessment – Ms. Griffis said the risk assessment are complete and all comments, suggestions, and edits have been made and the three risk assessments are ready for IIAA vote.

Mr. David Bufter made a motion to accept and approve the Strategic Risk Assessment for Frederick Community College, seconded by Mr. Shaun Jones. All those present were in favor (Bob Kimble, Eric Wu, and Bud Otis absent for vote). The motion passes.

Ms. Colleen Cusimano made a motion to accept and approve the Strategic Risk Assessment for Frederick County Public Schools, seconded by Mr. Shaun Jones. All those present were in favor (Bob Kimble, Eric Wu, and Bud Otis absent for vote). The motion passes.

Mr. David Bufter made a motion to accept and approve the Strategic Risk Assessment for Frederick County Government, seconded by Mr. Shaun Jones. All those present were in favor (Bob Kimble, Eric Wu, and Bud Otis absent for vote). The motion passes.

Contract Extension – Ms. Griffis said the contract extensions were signed by the Executive’s Office and have been executed by the Procurement and Contracting Department.

At 9:16am: Mr. Steve Darr made a motion to end and adjourn the December 20, 2016 IIAA Meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator