

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
MAY 18, 2016**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., May 18, 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, Bud Otis, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: None

FCG Staff: Janice Spiegel

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of May 18, 2016, to order at 8:05am.

Approval of Open Meeting Minutes – April 20, 2016

Mr. Bob Kimble made a motion to approve the open meeting minutes of March 16, 2016, as written and submitted, seconded by Mr. Shaun Jones. All those present were in favor (Bud Otis, Timothy Wesolek, and Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

FCG Emergency Communications Call Center: Ms. Griffis said the Planning Survey and Risk Assessment was included in the packet and is in final draft form for IIAA approval. She also said the task order for the testing phase is also complete and ready for IIAA approval to issue

Mr. Bob Kimble made a motion to accept and approve the Frederick County Government Emergency Communications Center Planning Survey and Risk Assessment, seconded by Mr. Eric Wu. All those present were in favor (Bud Otis, Timothy Wesolek, and Colleen Cusimano absent for vote). The motion passes.

Mr. Shaun Jones made a motion to approve the Frederick County Government Emergency Communications Center Testing Phase task order and to issue to SC&H, seconded by Mr. Bob Kimble. All those present were in favor (Timothy Wesolek and Colleen Cusimano absent for vote). The motion passes.

Ms. Griffis said SC&H is continuing with the FCPS P-Card Audit and the report is in draft form. However, it is currently with FCPS for their review and response. She expects to send out the report by email. Ms. Griffis said she expects this to go into a testing phase audit.

Ms. Griffis said CLA is continuing with the FCC Student and Miscellaneous Accounts Receivable project and the draft report is expected to be received today. She said CLA was able to find what the main issue was, causing the changes between the reconciliations of the two programs.

Ms. Griffis said CLA is also working the FCG Capital Improvement Project. She said several meeting have already taken place.

Ms. Griffis said she is in the middle of working on an Overtime and Staffing Analysis for DFRS. She said this special project is similar to the one she did with the Frederick County Sheriff's Office and Detention Center.

Ms. Griffis said she is almost finished with Annual Risk Assessment and meeting with all of the divisions. She said after discussions with the directors, she would like to push back the project for the FCG Personally Identifiable Information due to our new FredCoConnect (ERP) System being implemented and switch it with another project. Ms. Griffis asked for IIAA input. Mr. Steve

Darr asked that Ms. Griffis put her thoughts and recommendations into an email to the IIAA members and asked that members respond with their input. He also requested this topic to be put on the agenda for the June meeting for further discussion.

Misc. Follow-Ups:

Ms. Griffis said the follow up log will be updated for the next meeting as audits continue to be finalized and closed out.

- Hotel Rental Tax: Ms. Griffis said a follow up on the Hotel Rental Tax Audit has been completed, which all recommendations were implemented and the audit is now considered closed.
- F&R Apparatus Maintenance and Repair: Ms. Griffis said a 3rd follow up meeting was held at the end of April and there are a few small items still open, mostly to do with Fleet Services. She said they are writing up their policy and procedure now.
- F&R Overtime and Staffing Analysis: Ms. Griffis said there are a couple open items that they are working on clearing now.
- F&R Financial Transactions: Ms. Griffis said a close out letter was sent and this audit is now considered closed.
- IIT: Ms. Griffis said she has been working with Mr. Tom Dixon to get work up to date and clearing out the recommendations.
- FCPS Purchasing: Ms. Griffis said she is still waiting on upgrade and implementation which is to occur July 2016.
- FCC Payroll & Overtime: Ms. Griffis said there is only 1 open recommendation and will close out this audit as soon as she receives the backup.

Ms. Griffis said the Annual Report work log is still being updated but wanted to see if the IIAA approves of this format. She said the completed log will be ready for the June meeting.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

IIAA Resolution:

Discussions were held regarding the acceptance of the IIAA Resolution after the meeting with the County Executive. The IIAA agreed to accept the language agreed upon between the IIAA and the County Executive and to approve the IIAA Resolution for codification into the new County Charter.

Mr. Bob Kimble made a motion to approve, with edits, the IIAA Resolution and forward to the County Executive for approval and to the County Council for adoption into the Frederick County Charter Government Code, seconded by Mr. Eric Wu. All those present were in favor (Timothy Wesolek absent for vote). The motion passes.

At 9:10am: 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. This motion was seconded by Ms. Colleen Cusimano. All those present were in favor (Timothy Wesolek absent for vote). The motion passes.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator