

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
MARCH 16, 2016**

The Interagency Internal Audit Authority (IAA) met at 8:00 a.m., March 16, 2016, in the 2<sup>nd</sup> Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Eric Wu (arrival at 8:15am), Council President Bud Otis, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Rob Reilly

FCG Staff: Janice Spiegel

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IAA open meeting of March 16, 2016, to order at 8:09am.

Approval of Open Meeting Minutes – February 17, 2016

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

Status of Assignments

Ms. Griffis said the FCC Receivables task order has been fully signed and the initial planning meeting was held last week. She said they were waiting until FCC was back from their spring break and for the Finance Department to get some things together. Ms. Griffis said they are scheduled to be back out at FCC the first full week in April.

Ms. Griffis said the next project will be here at the County and will be a Capital Improvement Audit. She said the task order is for your review until a response is received from CLA and then an email vote will be needed to issue this task order. Ms. Griffis informed the IAA that this project may be drawn out due to the Director of Procurement and Contracting going on maternity leave this week.

Ms. Griffis said the FCG Payroll and Timesheet Controls Agreed Upon Procedures Report is included in your packet and is ready for approval. She said the management responses are included and have been reviewed for completeness.

**Mr. Shaun Jones made a motion to approve and issue the Frederick County Government Payroll and Timesheet Agreed Upon Procedures Report and post to website, seconded by Ms. Colleen Cusimano. All those present were in favor (Bob Kimble and Tim Wesolek absent for vote). The motion passes.**

Ms. Griffis said the Emergency Communications Overtime and Staffing Analysis is underway and walk thru meetings have taken place. She said tomorrow, they will be sitting in with the staff to listen on the calls throughout the day and take notes on the processes.

Ms. Griffis said the planned Personally Identifiable Information Project at FCPS is on hold due to FCPS updating their PeopleSoft System. She said a P-Card Audit will be done instead by SC&H since a P-Card was just completed by them here at the County. Ms. Griffis said she had already received a response from SC&H and is requesting a vote from the IAA to issue this task order to them to begin the work.

**Ms. Colleen Cusimano made a motion to approve and issue to SC&H, a task order for the Frederick County Public School PCard Planning Phase Audit, seconded by Mr. Eric Wu. All those present were in favor (Bob Kimble and Tim Wesolek were absent for vote). The motion passes.**

Misc. Follow-Ups:

Ms. Griffis said there are multiple follow-ups going on with Fire and Rescue and has sent memos out and requested responses by April 8, 2016.

Ms. Griffis said she is also doing a follow-up on the FCG IIT Internet Security. She said a new director is in place and he is currently reviewing everything.

Ms. Griffis said one item is still open on the FCPS Purchasing Audit and will follow up after June 1, 2016, when their new system has been implemented.

Ms. Griffis said she has received responses from the follow-up on the FCC Payroll and Overtime is in the process of reviewing those responses.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

Director's Monitoring Report: Ms. Griffis said this will be handed out at the next meeting along with the Annual Financial Reviews. She said these do not require a vote needed, just for information only.

Board Membership: Ms. Griffis said Mr. Shaun Jones' term will be expiring and if he is interested, must submit a letter of interest along with his resume to Ms. Joyce Grossnickle. She said a recommendation from the IIAA will be needed in May for confirmation.

Chair and Vice Chair Nominations: Ms. Griffis said nominations are due for the position of Chair and Vice Chair positions and a vote will take place at next month's meeting.

**Mr. Shaun Jones made a motion to nominate Mr. Steve Darr for the position of Chair of the IIAA for a period of one full year, seconded by Mr. Eric Wu. All those present were in favor (Bob Kimble and Tim Wesolek were absent for vote). The motion passes.**


**Mr. Steve Darr made a motion to nominate Mr. Shaun Jones for the position of Vice Chair of the IIAA for a period of one full year, seconded by Ms. Colleen Cusimano. All those present were in favor (Bob Kimble and Tim Wesolek were absent for vote). The motion passes.**

**Mr. Shaun Jones made a motion to nominate Mr. Bob Kimble for the position of Vice Chair of the IIAA for a period of one full year, seconded by Ms. Colleen Cusimano. All those present were in favor (Bob Kimble and Tim Wesolek were absent for vote). The motion passes.**

IIAA Resolution: Ms. Griffis said another meeting will be taking place this Friday with the County Executive to discuss and review the IIAA Resolution for County Code.

**At 8:58am: Mr. Steve Darr made a motion to end and adjourn the March 16, 2016 IIAA Meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator