

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
April 19, 2017**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., April 19, 2017, 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, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Melissa Rollins

FCG Staff: None

Contractors: Matt Simons and Ryan Kohan

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of April 19, 2017, to order at 8:05am.

Approval of Open Meeting Minutes – March 15, 2017

Mr. David Bufter made a motion to approve the open meeting minutes of March 15, 2017, seconded by Mr. Shaun Jones. Those present voted in favor with Steve Darr abstaining (Bob Kimble, Eric Wu, and Bud Otis absent for vote). The motion passes.

Status of Assignments

CLA:

Capital Improvements Project – Ms. Griffis said their status report is included in the packet and the audit is well into the testing phase. She said they are also currently drafting the report for discussion. Ms. Griffis said she hopes to have that draft report for next month's meeting.

Hotel Rental Tax – Ms. Griffis said this audit has kicked off and we have reached out to Finance and the Tourism Council to request initial documents. Ms. Griffis wanted to follow up on the discussion of the how often the Hotel Rental Tax Audit needs to be performed. She said per the charter it does have to be done every two years. However, we could change that but it would have to go through the County Council for their approval. She said changing the audit to be done every three (3) years would be good for our Risk Assessment in getting more completed with the budget we currently have. It was discussed and agreed to wait until after this current audit and review the findings at that time to decide whether or not to move forward on a change.

SC&H:

Personally Identifiable Information (PII) Planning Phase Audits (FCG, FCC, FCPS) - Ms. Griffis said our SC&H contractors are here today and will turn it over to them. Mr. Ryan Kohan said the PII Audits are currently in the midst of the planning and put together a timeline and based on last month's discussions, they came up with 16 different/mini audit areas. Mr. Kohan said the Water and Sewer Billing has been given to Tricia for her initial review and thoughts.

Misc. Follow Ups:

Ms. Griffis said the IIT follow up is down to only a few open items and is really awaiting software upgrades. She said the Fire & Rescue Inventory special project is waiting on the new volunteer software database is set up and running. Ms. Griffis said she is meeting with Chip Jewell next month to get an update. Ms. Griffis said the FCG terminations has one (1) open item and will have a close out letter within the next couple of weeks and the FCG Payroll and Timesheet Controls is waiting for the Infor Program to be complete. Ms. Griffis said follow ups will be done for FCC Student Account Receivable and FCPS P-Card.

FCG Risk Assessment:

Ms. Griffis said Mr. Bud Otis is not present we should wait until next month to discuss. The IIAA agreed.

Fraud Hotline

FCG: None

FCPS: One: Regarding the sick bank leave. Ms. Griffis said their Human Resources Department has investigated and found some dishonesty that may require disciplinary action.

FCC: None

Other Business

Ms. Griffis said she is handing out her report on the Annual Financial Reviews for each entity.

Ms. Griffis also reminded the IIAA public members to turn in their annual financial disclosure statements to Ms. Kim Long.

Ms. Griffis said she would like the IIAA to vote on forwarding Mr. Steve Darr's name to the County Executive to submit to the County Council for confirmation.

Mr. Shaun Jones made a motion to forward Mr. Steve Darr's nomination to the open public member seat of the IIAA to the County Executive for approval and submission to the County Council for confirmation, seconded by Ms. Colleen Cusimano. All those present were in favor with Mr. Steve Darr abstaining (Bob Kimble, Eric Wu, and Bud Otis were absent for vote). The motion passes.

At 9:11am: Mr. Steve Darr made a motion to end and adjourn the April 19, 2017 IIAA Meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator