

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
JUNE 14, 2017**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., June 14, 2017, in the 3rd Floor Executive Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Bud Otis, and David Bufter

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Melissa Rollins

FCG Staff: None

Contractors:

SC&H: Ryan Kohan and Ed Mikael

CLA: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of June 14, 2017, to order at 8:03am.

Approval of Open Meeting Minutes – May 17, 2017

Mr. David Bufter made a motion to approve the open meeting minutes of May 17, 2017, with a minor edit, seconded by Mr. Shaun Jones. Those present voted in favor (Eric Wu and Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

CLA:

Capital Improvements Projects – Ms. Griffis said there is a small back up on this project and CLA has recognized it is their fault and not the County due to Mr. Sean Walker’s schedule last month. She said Mr. Walker is currently scheduling meetings (test work) with Procurement and Contracts and he expects to have a draft to the IIAA in early July.

Hotel Rental Tax – Ms. Griffis said the audit is progressing very well and CLA has visited 5 out of 9 hotels selected already. She said it is possible that we may have a draft report for the July meeting. Ms. Griffis also mentioned that she believes this audit will come in under budget.

SC&H:

FCG/FCC/FCPS PII – Ms. Griffis said the County PII audit testing phase has begun. She said they also have started at FCC as well. Ms. Griffis said the PII audit testing phase will begin at FCPS within the next week.

Water and Sewer Billings – Ms. Griffis said the draft task order for the testing phase is included in the packet and ready for a vote to approve and issue.

Mr. Bud Otis made a motion to accept and approve the Frederick County Government Water and Sewer Billings Audit Testing Task Order #17-10 and issue to SC&H, seconded by Mr. David Bufter. Those present voted in favor (Eric Wu and Colleen Cusimano absent for vote). The motion passes.

Misc. Follow Ups:

Ms. Griffis said all of the same follow ups are still on hold due to the implementation of the County's new financial system, Infor. However, we were able to close out the FCPS P-Card follow up and is waiting on the management responses from FCC for the follow up on the Student & Corporate Accounts Receivable Audit.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

Resolution: Still waiting on confirmation.

Risk Assessments: All risk assessment have been distributed and meetings for the FY 2018 have started to be scheduled.

IIAA Public Member Opening: No resumes received to date.

At 8:36am: Mr. Steve Darr made a motion to end and adjourn the June 14, 2017 IIAA Meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator