

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
February 15, 2017**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., February 15, 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, Eric Wu, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Amanda Laughner and Melissa Rollins

FCG Staff: Erin White

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of February 15, 2017, to order at 8:06am.

Approval of Open Meeting Minutes – January 18, 2017

Ms. Colleen Cusimano made a motion to approve the open meeting minutes of January 18, 2017, seconded by Mr. Shaun Jones. Those present voted in favor (Bob Kimble and Bud Otis absent for vote). The motion passes.

Status of Assignments

CLA:

Capital Improvements Project – Ms. Griffis said the planning phase is finalized. She said CLA has pulled samples and in two weeks will do test work.

Hotel Rental Tax – Ms. Griffis said the draft task order is not complete yet but will be ready for vote at the next month's meeting. She said CLA will be conducting this audit once again.

SC&H:

PII Planning Phase Audits (FCG, FCC, FCPS) - Ms. Griffis said we are well into all of these audits and the feedback from all entities has been very positive. She said the FCG and FCC drafts are included in the packet for a first review and after the appendix and inventory are added, the reports will be ready for a vote next month. She said the task orders for the testing phase should also be ready for a vote at the next meeting and possibly FCPS also.

Water & Sewer Billing System/Processes – Ms. Griffis said the entrance meeting is scheduled for this Friday.

Misc. Follow Ups:

Ms. Griffis said several follow ups are ready to be closed out and has meetings scheduled for next week for the FCG Salaried Management Terminations Audit and the FCG IT Security Audit to go over and finalize the last of the recommendations.

FCC Risk Assessment:

Ms. Griffis said the FCC Risk Assessment is included in the packet and ready to be discussed and reviewed. The IIAA, along with Mr. Bill Grutzkuhn discussed and reviewed the FCC Risk Assessment for low, medium, and high risk placements. It was agreed that FCPS will be discussed and reviewed at the next meeting.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

At 9:21am: Mr. Steve Darr made a motion to end and adjourn the February 15, 2017 IIAA Meeting.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dawn Reed". The signature is written in a cursive style with a large, prominent "R".

Dawn Reed
Administrative Coordinator