

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

The Interagency Internal Audit Authority (IAA) met at 8:00 a.m., November 15, 2017, in the 2nd 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, Nicole Prorock, Bud Otis, Colleen Cusimano, and David Bufter

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Michael Gastley

FCPS Staff: Melissa Rollins

FCG Staff: Erin White

Contractors:

SC&H: Matt Simon and Ed Mikhail

CLA: Sean Walker

Mr. Steven Darr, Chair, called the IAA open meeting of November 15, 2017, to order at 8:04am.

Approval of Open Meeting Minutes – October 18, 2017

Mr. David Bufter made a motion to approve the open meeting minutes of October 18, 2017, seconded by Mr. Shaun Jones. Those present all voted in favor (Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

CLA:

Hotel Rental Tax – Ms. Griffis said this audit is included in the packet as a final version and ready for a vote.

Mr. Shaun Jones made a motion to accept, approve, and issue as final the Frederick County Government Hotel Rental Audit Report #17-09, seconded by Mr. David Bufter. Those present all voted in favor. The motion passes.

Ms. Griffis said the Procurement & Contracting Audit was discussed with the department and Ms. Cheri King of CLA and it was agreed that this audit should wait until the Infor System is fully in place and implemented. Ms. Griffis said the next audit on the work plan is the FCPS School Activity Fund Audit and this audit would also be conducted by CLA due to their experience in this area. She said a draft task order is included in the packet for review and will require a vote at next month's meeting after we receive the response from CLA.

SC&H:

FCG/FCC/FCPS PII – Ms. Griffis said the FCG PII audit is almost complete. She said edits to the management responses are due back to Internal Audit by the first week in December and expects a draft to be ready for a vote at the December meeting. Ms. Griffis said the FCC PII is complete and included in the packet, ready for a vote by the IAA.

Mr. Shaun Jones made a motion to accept, approve, and issue the Frederick Community College Personally Identifiable Information Audit Report #17-07, seconded by Mr. Eric Wu. Those present all voted in favor. The motion passes.

Ms. Griffis said the FCPS PII preliminary draft without management responses is included in the packet for review and she, along with SC&H, will be meeting with FCPS management today to review their responses. She said she expects to have a draft ready for a vote at the December or January meeting.

Water and Sewer Billings – Ms. Griffis said the water and sewer billing audit is very close to being finalized. She said she is waiting on management responses which are due back by the end of this week. Ms. Griffis said it is included in the packet for review without management responses and expects to have a draft ready for a vote at the December meeting.

Task Orders

Ms. Griffis said the next audit for SC&H will be the FCG Fleet Services Audit and a task order is included in the packet and ready for a vote by the IAA.

Mr. David Bufter made a motion to approve with minor edits covering the cost estimates, Task Order #18-02 Frederick County Government Fleet Services (planning and testing phases) and issue to SC&H, seconded by Ms. Colleen Cusimano. Those present all voted in favor. The motion passes.

Misc. Follow Ups:

Ms. Griffis said she will be reaching out to those entities with open follow ups within the next week to schedule meetings to review some mitigating controls until the Infor system is completed and we can then finally close out these follow ups. She said she is still expecting to have most of these closed by May 2018.

Budget

Ms. Griffis said the base budget was submitted and she noted that she moved some dollar amounts around to give the Contract Services account more money. She was able to put \$1,000 into that account. Ms. Griffis said we can discuss budget appeals at the December meeting.

Fraud Hotline

FCG: None

FCPS: None; a follow up was conducted on a previous hotline by FCPS HR and determined leave was used inappropriately and disciplinary action was taken. Training on leave usage is being implemented.

FCC: None

Other Business

Risk Assessments: Ms. Griffis said she has met with all agencies and will be putting together information for IIAA review over the next couple months.

IIAA Resolution: No update.

Ms. Griffis said the Towing Special Project and DFRS Special Project are both due for follow up which she will be doing over the next few weeks. It was also discussed by the IIAA that the Permitting Special Project should also be followed up and the IIAA agreed that the follow up should include new historical data and timeframes. Ms. Griffis said she would begin conducting this follow up over the next few weeks as well.

Contract Extensions: Ms. Griffis said are contracts expire at the end of December. She said we can exercise our option to renew the contracts for a one-year period and the paperwork is included in the packet and ready for a vote by the IIAA.

Mr. Shaun Jones made a motion to approve a one-year renewal of RFP #15-005 for financial, performance, and operational audit and attest services for SC&H, seconded by Mr. David Bufter. Those present all voted in favor. The motion passes.

Mr. Shaun Jones made a motion to approve a one-year renewal of RFP #15-005 for financial, performance, and operational audit and attest services for CLA, seconded by Ms. Nicole Prorock. Those present all voted in favor. The motion passes.

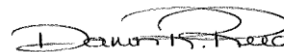
At 9:00am a motion was made by Ms. Colleen Cusimano and seconded by Mr. Dave Bufter to go into a closed session under Maryland General Provisions Art. § 3-305 (b) (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals."

Topic: Employee Evaluation

At 9:11am Mr. Steven Darr made a motion to end the closed session and return to an open session for adjournment

At 9:11am Mr. Darr made a motion to end the November 15, 2017 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator