

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
JANUARY 17, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., January 17, 2018, in the 2<sup>nd</sup> 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, Bud Otis, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff:

FCPS Staff: Melissa Rollison

FCG Staff: Lori Depies

Contractors:

SC&H: Matt Simon and Ed Mikhail

CLA: None

Mr. Steven Darr, Chair, called the IIAA open meeting of January 17, 2018, to order at 8:12am.

Approval of Open Meeting Minutes – December 20, 2017

**Mr. David Bufter made a motion to approve the open meeting minutes of December 20, 2017, seconded by Ms. Colleen Cusimano. Those present all voted in favor (Eric Wu, Nicole Prorock and Bud Otis absent for vote). The motion passes.**

Status of Assignments

CLA:

School Activity Funds – Ms. Griffis said this audit kicked off yesterday with a meeting at FCPS and she has already received the sample selection from CLA (5 elementary, 3 middle, 4 high schools, and 2 specialty schools).

SC&H:

FCPS PII – Ms. Griffis said she did receive the finalized management responses and has reviewed them and will be meeting with SC&H today after the meeting today then will schedule a meeting with FCPS to discuss. She said the final report will be ready for a vote at next month's meeting.

Fleet Services – Ms. Griffis said this audit did kick off in December and SC&H has already had a follow up meeting with Fleet Services and another meeting is scheduled for tomorrow.

Task Orders

Ms. Griffis said the next upcoming task orders she will be working on for the next meeting is the FCC Cash Collections which is next on the Risk Assessment for FCC. Ms. Griffis said she would like to discuss the task orders for Towing and Ambulance Billing. She said towing has some issues that are not resolved and there is legal risks involved. Ms. Griffis said she also received some concerns through the hotline reporting system as well regarding these concerns. Ms. Griffis said she thought it would be good to do the Towing Audit before the Ambulance Billing Audit due to these high risk concerns.

Misc. Follow Ups:

IIT Internet Security; F&R Inventory; FCG Terminations; FCG LOSAP; FCG Payroll and Timesheet Controls:

Ms. Griffis said follow ups have been moving along over the last month and she has met again with IIT. She said there is only a few minor things that still need to be worked on and will meet with IIT again in May/June to make sure they are on track and to close out this audit. Ms. Griffis said the Fire & Rescue Inventory Audit and LOSAP are still open due to the new system implementation and she will be meeting with them again in 2-3 months for finalization and close out. Ms. Griffis said the FCG Terminations/Payroll and Timesheet Controls Audits are still waiting on the next phase of Infor to be implemented in the spring/summer.

FY19 Budget

Ms. Griffis said the budget appeals are due this Friday to the Budget Office and would like to continue the discussions for submission of this appeal. She said handouts are available for review before the vote to proceed.

**Mr. Bud Otis made a motion to submit an FY19 Budget Appeal for the Frederick County Government Internal Audit Division with a request for an additional \$35,000.00, seconded by Mr. Shaun Jones. Those present all voted in favor (Eric Wu and Nicole Prorock absent for vote). The motion passes.**

Fraud Hotline

FCG: None; Ms. Griffis said she did receive a towing issue that came into her office physically instead of through the hotline.

FCPS: None

FCC: None

Ms. Griffis said a fraud hotline spreadsheet report has been created so that we can track each hotline issue and the outcome.

Other Business

Risk Assessments: Ms. Griffis said she has the FCG risk assessment included in the packet and ready for discussion. She said she will have risk assessments complete for FCC and FCPS and all entity's risk assessment/work plan will ready for approval at the next meeting (2/21/18).

Hotel Rental Tax Memorandum – Mr. Steve Darr to provide.

Annual Report – The IIAA discussed some minor changes to the report and the attached log. The Annual Report will be finalized and ready for a vote at the February meeting.

**At 9:11am a motion was made by Mr. Steve Darr and seconded by Ms. Colleen Cusimano, 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, of officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals,” and under Art. §3-104, to perform an administrative function. Those present all voted in favor (Nicole Prorock absent for vote). The motion passes.**

Topic: IIAA Resolution and how it may affect personnel.

**At 9:53am, Mr. Steve Darr made a motion to end the closed session meeting and return to an open session meeting.**

The IIAA discussed the Interagency Internal Audit Authority Resolution, made minor edits, and it was agreed they would send the Resolution directly to the County Council for a bill introduction, a workshop, readings, and a vote by the County Council for codification into the Frederick County Charter.

**Ms. Colleen Cusimano made a motion to approve the matter discussed in closed session, seconded by Mr. Eric Wu. Those present all voted, with Mr. Bud Otis and Mr. David Bufter abstaining from the vote (Nicole Prorock absent for vote). The motion passes.**

**At 10:00am Mr. Darr made a motion to adjourn the January 17, 2018 IIAA meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator