

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
FEBRUARY 21, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., February 21, 2018, 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, Nicole Prorock, Bud Otis, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Patricia Hoyt

FCPS Staff: Melissa Rollison and Ed Gardner (IIT)

FCG Staff: Melanie Thom

Contractors:

SC&H: Matt Simon, Ed Mikhail, Sam

CLA: Sean Walker

Mr. Steven Darr, Chair, called the IIAA open meeting of February 21, 2018, to order at 8:07am.

Approval of Open Meeting Minutes – January 17, 2018

Mr. Bud Otis made a motion to approve the open meeting minutes of January 17, 2018, seconded by Mr. Shaun Jones. Those present all voted in favor (Eric Wu and Colleen Cusimano absent for vote). The motion passes.

Mr. Bud Otis made a motion to approve the closed meeting minutes of January 17, 2018, seconded by Mr. Shaun Jones. Those present all voted in favor (Eric Wu and Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

SC&H:

Fleet Services – Ms. Griffis said an exit meeting of the planning phase was held and SC&H has finished the risk assessment module and flowcharts for the processes. She said a follow up meeting will be held today with SC&H after this IIAA meeting and will discuss the next steps for testing.

FCPS PII – Ms. Griffis said the final draft testing phase is included and is ready for IIAA vote.

Mr. Shaun Jones made a motion to accept, approve, and issue as confidential, Report #17-08, Frederick County Public Schools Personally Identifiable Information Audit, seconded by Mr. David Bufter. Those present all voted in favor (Eric Wu absent for vote). The motion passes.

CLA:

School Activity Funds – Ms. Griffis said testing and visiting of the some of the selected schools has occurred and will continue through the next couple of weeks. She said all is going well and information is being received.

Task Orders

Ms. Griffis said there are not any new task orders this month but does expect to have three task orders for review and approval at next month's meeting.

Misc. Follow Ups:

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

Ms. Griffis said there are no changes in the status of the follow ups. She said all are still waiting on the various stages of the Infor system implementation at the County.

Fraud Hotline

FCG: Ms. Griffis said she has received some concerns over the review structure with ambulance billing and feels that this is an issue for the contractors to take a look at. Ms. Griffis mentioned that ambulance billing has not been audited for many years and is currently on the risk assessment to perform.

FCPS: None

FCC: None

Other Business

Ms. Griffis wanted to follow up and remind the IIAA that the RFP for contracted services does have 1 more one-year extension left on the contract to exercise if we choose to do so.

Annual Report – Ms. Griffis said the log has been updated and the report is ready for IIAA approval.

Mr. Bud Otis made a motion to accept, approve, and issue the Internal Audit Division’s Annual Report for Fiscal Years 2016 and 2017, seconded by Ms. Nicole Prorock. Those present all voted in favor (Eric Wu absent for vote). The motion passes.

Risk Assessments: Ms. Griffis said the FCG risk assessment included in the packet and ready for the IIAA to vote. The IIAA reviewed and discussed the risk assessments for FCC and FCPS which Ms. Griffis said she will have updated and complete for final approval at the next IIAA meeting.

Mr. David Bufter made a motion to accept and approve the Frederick County Government FY18 and FY19 Risk Assessment and Work Plan, seconded by Mr. Bud Otis. Those present all voted in favor (Eric Wu absent for vote). The motion passes.

Ms. Griffis said she has the final numbers and the follow up report completed for Permitting and Inspection special project, which is included in the packet for IIAA review and discussions.

Ms. Griffis said next Tuesday, February 27th at 4:30pm, the IIAA Resolution to Bill will be introduced and presented to the County Council if any members would like to attend and/or speak.

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

At 9:32am a motion was made by Ms. Colleen Cusimano and seconded by Mr. Bud Otis to go into a closed session under Maryland General Provisions Art. §3-104, to perform an administrative function. Those present all voted in favor (Eric Wu absent for vote). The motion passes.

Topic: IIAA Resolution submission and how it may affect personnel.

At 9:51am, Mr. Steve Darr made a motion to end the closed session meeting and return to an open meeting for adjournment.

At 9:51am Mr. Darr made a motion to adjourn the February 21, 2018 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator