

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
SEPTEMBER 18, 2019**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., September 18, 2019, 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, Steve McKay, Tom Lynch, and Lois Jarman

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Joseph McCormick

FCPS Staff: Melissa Rollison

FCG Staff: Melanie Thom, Sheriff Chuck Jenkins, Michael Cronise, Rick Harcum

Contractors:

SC&H: Matt Simons, Ed Mikhail, Sam Fitzgerald, and Lucas Ward

CLA: Sean Walker

FNP: Steve Bohnel

Mr. Steve Darr, Chair, called the IIAA open meeting of September 18, 2019, to order at 8:03am.

Approval of Agenda – September 18, 2019

Mr. Tom Lynch made a motion to accept and approve the agenda for the September 18, 2019 meeting as presented, seconded by Mr. Steve McKay. All present voted in favor (Nicole Prorock absent). The motion passes.

Approval of Open Meeting Minutes – July 17, 2019

Mr. Tom Lynch made a motion to approve the open meeting minutes of July 17, 2019, seconded by Mr. Steve McKay. All present voted in favor (Nicole Prorock absent). The motion passes.

Status of Assignments

CLA:

FCC Procurement & Contracting Task Order – Ms. Griffis said this audit is in final draft form and ready for discussion and vote.

Mr. Shaun Jones made a motion to accept, approve, and issue as a public document, Audit Report #19-02, Frederick Community College Procurement and Contracting, seconded by Mr. Eric Wu. All present voted in favor (Nicole Prorock absent). The motion passes.

SC&H:

FCG Incident Response and Disaster Recover – Ms. Griffis said this audit has been drafted and updated slightly, but is in final draft form and ready for a vote. Ms. Griffis noted that this was an email vote previously, but an addendum was made to the scope of the audit and therefore a new vote is needed now that will supersede the email vote.

Mr. Shaun Jones made a motion to accept, approve, and issue as a confidential document, Audit Report #19-01, Frederick County Government Incident Response and Disaster Recovery, seconded by Mr. Eric Wu. All present voted in favor (Nicole Prorock absent). The motion passes.

FCG CCRC and Montevue – Ms. Griffis said this audit is in draft form with management responses. She said she will be reviewing and expects to have a final draft ready for a vote at the October meeting.

FCG Internal Personally Identifiable Information - Ms. Griffis said this audit is in the planning phase and meeting have been taking place.

Special Projects and Work:

New Task Order: TO #20-02, Frederick County Government 287(g) Program with the FCSO – Ms. Griffis said this is a new item that has not been on our risk assessment, however, it has been requested by the County Executive’s Office and the County Council. She said this would be to perform an agreed upon procedures or attest engagement regarding just the incremental cost funding of the 287(g) Program.

Mr. Tom Lynch said he is recusing himself from participating in any review, discussion, and/or vote on the Frederick County Government 287(g) Program as his spouse is on the Frederick County Sheriff’s Office Advisory Board and feels this could possibly create a conflict of interest.

Mr. Shaun Jones made a motion to approve Task Order #20-02, Frederick County Government 287(g) Program and issue to CLA, seconded by Mr. Steve McKay. All present voted in favor with Mr. Tom Lynch abstaining (Nicole Prorock absent). The motion passes.

Ms. Griffis said a draft task order for FCPS Time Entry and FCG Receipts Transactions have been included in the packet for your review. She said they were not ready for a vote yet as we are waiting on the contractor responses.

FCVFRA – Ms. Griffis said this special project has been completed and all binders have been returned to FCVFRA.

DFRS Review of Fleet Funding - Ms. Griffis said she is still waiting to hear back from Fleet Services.

Towing – Ms. Griffis said she continues to track this on a monthly basis.

Follow Ups: Ms. Griffis said the F&R Inventory Special Project has been closed out. She said the FCG Terminations Audit is awaiting final policies/procedures to be put implemented. Ms. Griffis said she expects the FCG LOSAP Audit to be closed out once the committee completes work on updated guidelines. She said the FCG Payroll and Timesheets Audit is waiting on documented policies and procedures under the new system (Infor). Ms. Griffis said the FCG ECC Staffing and Overtime Audit is still mostly open due to needed positions and she will not be able to close this out until positions are filled and time has lapsed. She said the FCG Capital Projects will be followed up in January or February 2020. Ms. Griffis said the FCC PII Audit has been closed and the FCG and FCPS PII Audit Follow Ups are still in the process.

Fraud Hotline

FCG: 2 (will discuss in closed session)

FCPS: None

FCC: None

RFP Process

Ms. Griffis said this will be discussed in the closed session.

Other Business

Open Meetings Act – Ms. Griffis said only a few still need to take the training.

Risk Assessment – Ms. Griffis said meeting have been taking place and are scheduled through September.

At 9:07am, Mr. Steve Darr made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §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: fraud hotline matters

And in accordance with Maryland Annotated Code Government Article §3-305 (b) (14) “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public

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discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process."

Topic: discuss RFP No. 19-431

This motion was seconded by Mr. Tom Lynch. All present voted in favor (Nicole Prorock absent). The motion passes.

At 9:30am, Mr. Steve Darr adjourned to the September 18, 2019 meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator