

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
June 21, 2023**

The Interagency Internal Audit Authority (IIAA) met virtually at 8:00 a.m. Those present were:

IIAA Members: Chair Jon Alexander, Vice Chair Nicole Prorock, Emeka Enworom, Steve McKay, Sue Johnson, and Ellis Barber

IA Staff: Tricia Reaver and (Dawn Reed via call in)

FCC Staff: Amy Stake

FCPS Staff: Amanda Baugher and Melissa Rollison

FCG Staff: Erin White, Melanie Thom, and Dan Lewis

Contractors:

SC&H: Matt Simons, Natnael Kebekabe, and Lindsay Puccio

CLA: Sean Walker

SB & Company: Chris Lehman

Chair Jon Alexander called the meeting to order at 8:02am.

Approval of Agenda – June 21, 2023

Mrs. Sue Johnson made a motion to accept and approve the agenda for June 21, 2023, seconded by Mrs. Nicole Prorock. All those present voted in favor, with the exception of Ellis Barber who abstained (Emeka Enworom absent). The motion passes.

Approval of Meeting Minutes – May 16, 2023

Mrs. Sue Johnson made a motion to accept and approve the IIAA open meeting minutes of May 16, 2023, as submitted, seconded by Mrs. Nicole Prorock. All those present voted in favor, with the exception of Ellis Barber who abstained (Emeka Enworom absent). The motion passes.

Approval of Closed Meeting Minutes – May 16, 2023

Mrs. Sue Johnson made a motion to accept and approve the IIAA closed meeting minutes of May 16, 2023, as submitted, seconded by Mrs. Nicole Prorock. All those present voted in favor, with the exception of Ellis Barber who abstained (Emeka Enworom absent). The motion passes.

Status of Assignments:

- **CLA**
 - o FCG P-Cards – draft task order #23-06 for vote by the IIAA. Discussed editing scope to include all of fiscal year 2023.

Mrs. Sue Johnson made a motion to accept and approve task order #23-06, Frederick County Government P-Card Audit with 1 edit, and to issue to CLA, seconded by Mrs. Nicole Prorock. All those present voted in favor. The motion passes.

- **SC&H**
 - o TO 22-06 FCPS School Construction: Draft report in commenting phase with discussion with FCPS.
 - o TO 23-01 FCG Health Permitting: Testing on-going and working toward draft.
 - o TO 23-02: FCG HR On-Boarding/ Off-Boarding: Flowchart completed, testwork beginning.
 - o TO-23-03: FCPS Assets & Inventories: Flowcharts completed, testwork beginning.
 - o TO-23-04: FCG IIT Flowchart: Work in progress. Moving along well with a lot of feedback from County Divisions.
 - o TO-23-05: FCG IIT Security Assessment: Awaiting task order signature from SC&H.

Special Projects & Work

- o FCG Synergies: Obtaining information from FCG and FCPS to analyze salary ranges in areas that could have synergies.

Miscellaneous Follow-ups

- o The Director pointed the IIAA to review the list provided of follow up status and noted that some have been closed and will drop from the list. Noted that some follow ups have been extended or requested an extension and some have closed.

Fraud Hotline

- FCPS – 3 items (1 direct to IA regarding Charter Schools, 2 through the Lighthouse system with FCPS for investigation)
- FCG – 1 item (1 matter regarding website links)
- FCC – None

Other Business

- Risk Assessment meetings & Risk Assessment Review Schedule – FCC for discussion and vote. Discussion held had 1 edit.

Mrs. Nicole Prorock made a motion to approve the Frederick Community College Fiscal Year 2024 Risk Assessment Plan with 1 edit as discussed, seconded by Mr. Ellis Barber. All those present voted in favor. The motion passes.

- Director Evaluation Process – Discussion on forms and process, IIAA members to submit their feedback to the Chair.
- 2023 meeting calendar / meeting format and next meeting – format to remain same.
- Member terms and open seat – One current open seat to be filled. Mrs. Nicole Prorock was officially nominated for another term by the IIAA during the May 2023 meeting and the nomination was presented to the County Council on Tuesday June 20, 2023, for confirmation, in which her term was confirmed unanimously by the Council. Mrs. Prorock's new term is now set to expire June 30, 2027. This will be Ellis Barber's last meeting as his term has ended with FCC. IA will work with FCC for a confirmation of a new liaison member.

Next Meeting

- July 19, 2023

At 9:06am, Mr. Jon Alexander adjourned the June 21, 2023, IIAA meeting.

Respectfully Submitted,



Tricia Reaver
Director, Internal Audit