

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
SEPTEMBER 20, 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, Dr. John Molesworth, and Sue Johnson

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Barbara Larson and Amy Stake

FCPS Staff: Amanda Baugher and Melissa Rollison

FCG Staff: John Peterson, Leslie Barnes-Keating, Dan Lewis, Erin White, and Melanie Thom

Contractors:

SC&H: Matt Simons, Anthony DiGiulian, Nate Kebekabe, and Samantha Prugh

CLA: Sean Walker and Cheri Amoss

SB & Company: Chris Lehman

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

Approval of Agenda – September 20, 2023

**Mr. Steve McKay made a motion to accept and approve the agenda for September 20, 2023, seconded by Mrs. Sue Johnson. All those present voted in favor (Emeka Enworom absent). The motion passes.**

Approval of Open Meeting Minutes – July 19, 2023

**Mr. Steve McKay made a motion to accept and approve the IIAA open meeting minutes of July 19, 2023, as submitted, seconded by Mrs. Nicole Prorock. All those present voted in favor. The motion passes.**

Status of Assignments:

- CLA

- o FCG P-Cards – Test work is in progress.

- SC&H

- o FCPS School Construction – Draft report ready for vote.  
**Mr. Steve McKay made a motion to accept, approve, and issue as a public document, Audit Report #22-06, Frederick County Public Schools Capital Projects and School Construction, seconded by Mrs. Sue Johnson. All those present voted in favor. The motion passes.**
- o FCG Health Permitting – Report has been drafted and now awaiting management responses.
- o FCG HR On-Boarding/Off-Boarding – Test work is in progress.
- o FCPS Assets & Inventories – Completing test work for open items and beginning to draft report.
- o FCG IIT Flowchart – Report drafted and sent to IIT and the CAO's office for review and comment, awaiting response from IIT.
- o FCG IIT Security Assessment – Discovery meetings held, and test work is in progress.

- Special Projects & Work

- o FCG Synergies – Drafting memorandum.
- o FCG Ag Board and Ag Preservation – Test work completed and presented to the Ag Advisory Board.

- 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.

Fraud Hotline

- o FCPS – none; assisted with completion of June/July item.

- FCG – none
- FCC - none

**Risk Assessments**

- Planning/scheduling to begin in Nov./Dec. for FCG and Jan./Feb. for FCC and FCPS.

**Contract Extensions**

- Included in packet is the Procurement Action Request (PAR) and support staff letter for each contractor's 1-year extension and ready for vote.
- SC&H  
**Mr. Steve McKay made a motion to exercise the 3<sup>rd</sup> of three contract renewal options with SC&H Group, Inc. for calendar year 2024, seconded by Mrs. Sue Johnson. All those present voted in favor. The motion passes.**
- CLA  
**Mrs. Nicole Prorock made a motion to exercise the 3<sup>rd</sup> of three contract renewal options with CliftonLarsonAllend, Inc. for calendar year 2024, seconded by Mrs. Sue Johnson. All those present voted in favor. The motion passes.**

**Other Business**

- Draft Annual Report ready for vote.  
**Mrs. Nicole Prorock made a motion to accept, approve, and issue as a public document, the Internal Audit Division Annual Report for FY23, seconded by Mr. Emeka Enworom. All those present voted in favor. The motion passes.**
- Meeting format to remain the same.
- One member seat still open.

**Next Meeting**

- October 18, 2023

**At 8:44am, Mr. Jon Alexander adjourned the September 20, 2023, IIAA open meeting.**

Respectfully Submitted,



Dawn Reed  
Coordinator, Internal Audit