

APPROVED BY IIAA 11/15/23

INTERAGENCY INTERNAL AUDIT AUTHORITY OPEN SESSION MINUTES OCTOBER 18, 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, Dan Lewis, Erin White, and Melanie Thom

Contractors:

SC&H: Matt Simons, Anthony DiGiulian, Lindsay Puccio, Nate Kebekabe, Andrew Ryan and Umair Sharafat

CLA: Cheri Amoss

SB & Company: Chris Lehman

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

Approval of Agenda – October 18, 2023

Dr. John Molesworth made a motion to accept and approve the agenda for October 18, 2023, seconded by Mrs. Nicole Prorock. All those present voted in favor (Sue Johnson absent). The motion passes.

Approval of Open Meeting Minutes – September 20, 2023

Dr. John Molesworth made a motion to accept and approve the IIAA open meeting minutes of September 20, 2023, as submitted, seconded by Mrs. Nicole Prorock. All those present voted in favor (Sue Johnson abstained). The motion passes.

Status of Assignments:

- **CLA**
 - o FCG P-Cards – Test work is in progress.
- **SC&H**
 - o FCG Health Permitting – Report has been drafted and awaiting management responses. A vote can be expected for the November meeting.
 - o FCG HR On-Boarding/Off-Boarding – Test work is in progress.
 - o FCPS Assets & Inventories – Report is currently being drafted.
 - o FCG IIT Flowchart – Report has been drafted and awaiting response from IIT. Once received back and cleared, a vote can be expected, possibly for the November meeting.
 - o FCG IIT Security Assessment – Test work is in progress as completion needed by end of calendar year.

- **Special Projects & Work**

- o FCG Synergies – Memorandum drafted and included in packet for IIAA vote.

Mrs. Nicole Prorock made a motion to accept and issue with edits, Special Project #SP23B, Frederick County Government Synergies memorandum, as a public document, seconded by Mrs. Sue Johnson. All those present voted in favor. The motion passes.

- **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. It was noted that CCRC should be reviewed as new regulations have been put into place.

Fraud Hotline

- o FCPS – none
- o FCG – none
- o FCC - none

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Risk Assessments

- Planning/scheduling for FCG has begun and meetings will be taking place in November and December. FCPS and FCC will be taking place in January and February.

Other Business

- Meeting format to remain the same.
- One member seat still open. Member responsibilities were updated and issued to IIAA for review.

Next Meeting

- November 15, 2023

At 8:26 am, Mr. Jon Alexander adjourned the October 18, 2023, IIAA open meeting.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit