

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
NOVEMBER 15, 2023**

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

IAA Members: Chair Jon Alexander, Vice Chair Nicole Prorock, Dr. John Molesworth, and Sue Johnson

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Barbara Larson and Amy Stake

FCPS Staff: Heather Clabaugh, Amanda Baugher and Melissa Rollison

FCG Staff: Robin Inskeep and Melanie Thom

Contractors:

SC&H: Lindsay Puccio, Nate Kebekabe, and Andrew Ryan

CLA: Sean Walker and Cheri Amoss

SB & Company: Chris Lehman

Chair Jon Alexander called the meeting to order at 8:04am.

Approval of Agenda – November 15, 2023

Mr. John Alexander pointed out that this meeting will include a closed session at the end of the open session.

Sue Johnson made a motion to accept and approve the agenda for November 15, 2023, seconded by Mrs. Nicole Prorock. All those present voted in favor (Steve McKay and Emeka Enworom absent). The motion passes.

Approval of Open Meeting Minutes – October 18, 2023

Dr. John Molesworth made a motion to accept and approve the IAA open meeting minutes of October 18, 2023, as submitted, seconded by Mrs. Nicole Prorock. All those present voted in favor (Steve McKay and Emeka Enworom absent). The motion passes.

Status of Assignments:

- CLA
 - o FCG P-Cards – Test work is currently in progress.
- SC&H
 - o FCG Health Permitting – Report is in final draft and awaiting the Frederick County Health Department’s final approval. A vote can be expected for the December meeting.
 - o FCG HR On-Boarding/Off-Boarding – Test work is currently in progress.
 - o FCPS Assets & Inventories – Report has been drafted and awaiting management responses. Working towards a December presentation.
 - o FCG IIT Flowchart – Report is in final draft form. However, it will be held for vote until the December meeting for inclusion of a summary page.
 - o FCG IIT Security Assessment – Test work is currently in progress and completion is slated for December with an IAA vote.
- Miscellaneous Follow-ups
 - o The Director pointed the IAA 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. The FCG Pension Calculations has been closed out and will be removed the list.

Fraud Hotline

- o FCPS – none
- o FCG – 2 (one will be discussed in the closed session)
- o FCC - none

Risk Assessments

- FCG Nov/Dec: Meetings started the week of 10/23 (8 divisions/departments completed as of 11/8/23)
- FCC & FCPS: Meetings slated for Jan/Feb

Other Business

- Meeting format to remain the same.
- One member seat still open.

Next Meeting

- December 20, 2023

Closed Session

At 8:38am, the IAA voted to enter into a closed session to discuss a Frederick County Government hotline matter regarding personnel issues.

Mrs. Nicole Prorock 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." The topic for this closed session is to discuss a Frederick County Government Hotline Matters. This motion was seconded by Mrs. Sue Johnson. All those present voted in favor (Steve McKay and Emeka Enworom absent). The motion passes.

At 8:51am, Dr. John Molesworth made a motion to end the closed session and return to an open session, seconded by Mrs. Sue Johnson. All those present voted in favor (Steve McKay and Emeka Enworom absent). The motion passes.

At 8:51am, Mr. Jon Alexander adjourned the November 15, 2023, IAA open meeting.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit