

Approved by IIAA 2/21/24

INTERAGENCY INTERNAL AUDIT AUTHORITY OPEN SESSION MINUTES JANUARY 17, 2024

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, Steve McKay, and Dr. John Molesworth

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, and Robin Inskeep

Contractors:

SC&H: Lindsay Puccio

CLA: Sean Walker and Cheri Amoss

SB & Company: None

Chair Jon Alexander called the meeting to order at 8:07am.

Approval of Agenda – January 17, 2024

Steve McKay made a motion to accept and approve the agenda for January 17, 2024, seconded by Nicole Prorock. All those present voted in favor (Emeka Enworom and Sue Johnson absent). The motion passes.

Approval of Open Meeting Minutes – December 20, 2023

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

Approval of Closed Meeting Minutes – December 20, 2023

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

Status of Assignments:

- CLA
 - o FCG P-Cards – Test work is being completed and report drafting has begun.
 - o FCG MHA Grants Monitoring – draft task order included for vote. This audit will be billed to the Finance Division.

Nicole Prorock made a motion to accept and approve Task Order #24-02, Frederick County Government Mental Health Association Grants Monitoring and issue to CLA, seconded by Steve McKay. All those present voted in favor (Emeka Enworom and Sue Johnson absent). The motion passes.

- SC&H
 - o FCG HR On-Boarding/Off-Boarding – Test work is being completed and the report drafting began the week of December 11, 2023.
 - o FCG DFRS Overtime and Staffing – Task order is being drafted and preliminary discovery is in process.

Special Projects:

- o Social Media Inventory – assist Communications team with collection of information. Project in process.

- 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 to report.
- o FCG – 1
- o FCC – None to report.

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Risk Assessments

- FCG: All divisions are almost complete; full completion by end of February 2024.
- FCC: Meeting with Senior Leadership was held December 12, 2023; departmental meetings scheduled; full completion by end of February 2024.
- FCPS: Meeting with Finance Leadership Team was held December 15, 2023, departmental meetings scheduled; full completion by end of February 2024.

Other Business

- Meeting format to remain the same; virtual.
- One member seat still open. Discussions held for possible community informational event or reaching out to local colleges for accounting student members.

Next Meeting

- February 21, 2024

At 8:44am, Mr. Jon Alexander adjourned the January 17, 2024, IIAA open meeting.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit