

INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
FEBRUARY 21, 2024

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, 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: Heather Clabaugh, Amanda Baugher and Melissa Rollison

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

Contractors:

SC&H: Matt Simons and Lindsay Puccio

CLA: Sean Walker and Cheri Amoss

SB & Company: Chris Lehman

Guests:

Patrick Wheeler

Chair Jon Alexander called the meeting to order at 8:01am.

Approval of Agenda – February 21, 2024

Dr. John Molesworth made a motion to accept and approve the agenda for February 21, 2024, seconded by Sue Johnson. All those present voted in favor (Emeka Enworom absent). The motion passes.

Approval of Open Meeting Minutes – January 17, 2024

Nicole Prorock made a motion to accept and approve the IAA open meeting minutes of January 17, 2024, as submitted, seconded by Sue Johnson. All those present voted in favor (Emeka Enworom 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 – Kickoff meeting was held with Finance and CLA, and the work is beginning.
 - o FCC Accounts Payable & Disbursements – Draft task order is included for vote.

Sue Johnson made a motion to accept and approve Task Order #24-03, Frederick Community College Accounts Payable and Disbursements and issue to CLA, seconded by Steve McKay. All those present voted in favor. The motion passes.

- **SC&H**
 - o FCG HR On-Boarding/Off-Boarding – Report has been drafted and expected for vote at the March meeting.
 - o FCG DFRS Overtime and Staffing – Draft task order is included for vote.

Steve McKay made a motion to accept and approve Task Order #24-01, Frederick County Government Division of Fire and Rescue Services Overtime and Staffing and issue to SC&H, seconded by Dr. John Molesworth. All those present voted in favor. The motion passes.

- o FCG IIT State Assessment – Drafting task order.

Special Projects:

- o Social Media Inventory – Completed in January and turned over to the FCG Communications Division.

- **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.

Fraud Hotline

- o FCG – One.

- FCC – Consideration from auditable management letter comments.
- FCPS – None.

Risk Assessments

- FCG/FCC/FCPS – All meetings expected for completion at the end of February. Drafted risk assessments will start to be ready for review in the April IAA meeting.

Other Business

- Meeting format to remain the same; virtual.
- We have received a letter of interest, referred to us by Sean Walker, CLA, for the remaining open public member seat. Mr. Patrick Wheeler has submitted his letter of interest and his resume to the IAA for their consideration. After review and discussion by the IAA, a nomination was made to forward to the County Council for confirmation.

Mrs. Sue Johnson made a motion to accept the nomination of Mr. Patrick Wheeler to the open public member seat of the IAA and to forward to the Frederick County Government County Council for their confirmation, seconded by Mr. Steve McKay. All those present voted in favor. The motion passes.

- Mrs. Reaver discussed the upcoming RFP process for the 2025 contracts. We have begun the process with a PAR to the Procurement and Contracting Division.

Next Meeting

- March 20, 2024

At 8:55am, Mr. Jon Alexander adjourned the February 21, 2024, IAA open meeting.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit