

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
FEBRUARY 21, 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, 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 IIAA 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**

- FCG P-Cards – Test work is being completed and report drafting has begun.
- FCG MHA Grants Monitoring – Kickoff meeting was held with Finance and CLA, and the work is beginning.
- 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**

- FCG HR On-Boarding/Off-Boarding – Report has been drafted and expected for vote at the March meeting.
- 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.**

- FCG IIT State Assessment – Drafting task order.

**Special Projects:**

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

- **Miscellaneous Follow-ups**

- 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**

- FCG – One.

## APPROVED BY IIAA 3/20/24

- 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 IIAA 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 IIAA for their consideration. After review and discussion by the IIAA, 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 IIAA 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, IIAA open meeting.**

Respectfully Submitted,



Dawn Reed  
Coordinator, Internal Audit