

APPROVED BY IIAA 4/17/24

INTERAGENCY INTERNAL AUDIT AUTHORITY OPEN SESSION MINUTES MARCH 20, 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, Patrick Wheeler, Steve McKay, Dr. John Molesworth, and Sue Johnson

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Barbara Larson

FCPS Staff: Heather Clabaugh, Amanda Baugher and Melissa Rollison

FCG Staff: John Peterson, Dan Lewis, Erin White, and Melanie Thom

Contractors:

SC&H: Matt Simons, Lindsay Puccio, and Andrew Ryan

CLA: Sean Walker and Cheri Amoss

SB & Company: Chris Lehman

Chair Jon Alexander called the meeting to order at 8:02am and welcomed new IIAA public member, Mr. Patrick Wheeler.

Approval of Agenda – March 20, 2024

Sue Johnson made a motion to accept and approve the agenda for March 20, 2024, seconded by Steve McKay. All those present voted in favor (Emeka Enworom absent). The motion passes.

Approval of Open Meeting Minutes – February 21, 2024

Dr. John Molesworth made a motion to accept and approve the IIAA open meeting minutes of February 21, 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 – Meeting was held 3/4/24 to review open items. Completing test work and drafting report.
- FCG MHA Grants Monitoring – Finance held kick off meeting in February and test work has begun.
- FCC Accounts Payable & Disbursements – Kick off meeting was held 3/6/24.

SC&H

- FCG HR On-Boarding/Off-Boarding – Report has been drafted and working toward finalizing for review at April meeting.
- FCG DFRS Overtime and Staffing – Kick off meeting was held 3/1/24.
- FCG IIT State Assessment Checklist – Drafting task order for vote at April meeting. Expecting work to begin in May and completion of the project in July.

Special Projects:

- Synergies – continuation of synergy work that was completed in late 2023.

Miscellaneous Follow-ups

- The Director pointed the IIAA to review the list provided of follow up status as some items have been closed and will drop from the list and some have been extended or requested an extension.

Fraud Hotline

- FCG – 1 (discussion in closed session).
- FCC – None.
- FCPS – None.

Risk Assessments

- FCG/FCC/FCPS – All meetings completed. Draft FCG risk assessment is expected for review at the April meeting and FCC and FCPS risk assessments drafts are expected for review at the May/June meetings.

Other Business

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- Upcoming RFP for 2025 contracts – Started the process by submitting a Procurement Action Request (PAR) to the Procurement & Contracting Department. Will get the status update from them and send out a timeline schedule as well as volunteers for the team.
- Audit Manual – We have gone through and updated the manual as the “yellow book” has released an update. No action is required, just for information and review.
- Meeting format to remain the same; virtual.
- Member term update – Mr. Patrick Wheeler was confirmed by the County Council on March 5, 2024. He is serving his first full term which is set to expire June 30, 2028. The next member term will be Emeka Enworom, set to expire June 30, 2025. He is eligible to serve his first full term if he chooses.

Next Meeting

- April 17, 2024

Closed Session

At 8:20am, the IIAA voted to enter a closed session to discuss a Frederick County Government hotline matter regarding personnel issues.

Sue Johnson 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 Dr. John Molesworth. All those present voted in favor (Emeka Enworom absent). The motion passes.

At 8:45am, Nicole Prorock made a motion to end the closed session and return to an open session, seconded by Sue Johnson. All those present voted in favor (Emeka Enworom absent). The motion passes.

At 8:46am, Mr. Jon Alexander adjourned the March 20, 2024, IIAA open meeting.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit