

# APPROVED BY IIAA 9/18/24

## INTERAGENCY INTERNAL AUDIT AUTHORITY OPEN SESSION MINUTES JULY 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, Emeka Enworom, Steve McKay, Dr. John Moleswroth, and Sue Johnson

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Scott McVicker and Amy Stake

FCPS Staff: Heather Clabaugh, Amanda Baugher, and Melissa Rollison

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

### Contractors:

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

CLA: Cheri Amoss and Jonathan Griffin

SB & Company: Chris Lehman

**Chair Jon Alexander called the meeting to order at 8:00am**

**Approval of Agenda** – July 17, 2024

**Dr. John Molesworth made a motion to accept and approve the agenda for July 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** – June 18, 2024

**Nicole Prorock made a motion to accept and approve the IIAA open meeting minutes of June 18, 2024, as submitted, seconded by Dr. John Molesworth. All those present voted in favor. The motion passes.**

### Status of Assignments:

#### CLA

- FCG Finance and MHA – Working on a transition plan to transition work back to MHA, which Erin White, Director, Finance, confirmed has taken place.
- FCC Accounts Payable and Disbursements – Audit is in test work phase and waiting on final open items and draft report.
- FCG Hotel Rental Tax – drafting task order, anticipating work to begin November/December 2024.

#### - SC&H

- FCG DFRS Overtime and Staffing – Testing phase of audit has begun.
- FCG Grants – Task Order is in packet for IIAA vote.

**Sue Johnson made a motion to accept, approve, and issue to SC&H, Task Order #25-01, Frederick County Government MHA Grants, seconded by Dr. John Molesworth. All those present voted in favor. The motion passes.**

#### - Special Projects:

- FCG Ag Programming – will be reviewing programs to check on application processes and how they may relate to each other.

#### - 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 – None.
- FCC – None.
- FCPS – None.

### Risk Assessments

- All are completed. Start planning the 2025 risk assessment discussions for November/December 2024.

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## IIAA Code/Membership

- Discussions were held to add a preference for public members to have County residency and to include language in code. The IIAA suggested the County Attorney could assist.

## Other Business

- Status of RFP for 2025 contracts – Bids were due yesterday and 8 were received.
- Audit Manual – Complete; need to verify all “yellow book” updates and links. No action is required, just for information and review.
- Chair/Vice Chair Nominations and Voting – Going forward, Chair and Vice Chair nominations will be held in the month of March and voting will be in the month of April.

**Nicole Prorock made a motion to nominate and vote Jon Alexander as Chair of the IIAA for the period July 2024, thru March 2025, seconded by Emeka Enworom. All those present voted in favor. The motion passes.**

**Jon Alexander made a motion to nominate and vote Nicole Prorock as Vice Chair of the IIAA for the period July 2024, thru March 2025, seconded by Emeka Enworom. All those present voted in favor. The motion passes.**

- Meeting format to remain the same; virtual.
- Member term update – 1 public open seat; will be advertised in FNP and on County website under Boards and Commissions.

## Next Meeting

- September 18, 2024

**At 8:47am, Jon Alexander adjourned the July 17, 2024, IIAA open meeting.**

Respectfully Submitted,



Dawn Reed  
Coordinator, Internal Audit