

# APPROVED BY IAA 1/15/25

## INTERAGENCY INTERNAL AUDIT AUTHORITY OPEN SESSION MINUTES DECEMBER 18, 2024

The Interagency Internal Audit Authority (IAA) met virtually at 8:00a.m. Those present were:

IAA Members: Chair Jon Alexander, Vice Chair Nicole Prorock, Emeka Enworom, Steve McKay, and Carolyn Kimberlin

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, Leslie Barnes-Keating, Dan Lewis, Erin White, and Robin Inskeep

Contractors:

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

CLA: Sean Walker, Cheri Amoss

SB & Company: Renata Reis

**Chair Jon Alexander called the meeting to order at 8:02am**

**Approval of Agenda** – December 18, 2024

**Carolyn Kimberlin made a motion to accept and approve the agenda for December 18, 2024, seconded by Nicole Prorock. All those present voted in favor (Emeka Enworom absent). The motion passes.**

**Approval of Open Meeting Minutes** – November 20, 2024

**Nicole Prorock made a motion to accept and approve the IAA open meeting minutes of November 20, 2024, as submitted, seconded by Steve McKay. All those present voted in favor (Emeka Enworom absent). The motion passes.**

**Status of Assignments:**

**CLA**

- FCG Hotel Rental Tax – Preliminary work has begun and the PBC lists have been sent to the hotels.
- FCG Prospect Center Project Grants – Draft task order included in packet and ready for IAA vote.

**Nicole Prorock made a motion to approve and accept Task Order #25-03, Frederick County Government Prospect Center Project Grants and issue to CLA, seconded by Steve McKay. All those present voted in favor. The motion passes.**

**SC&H**

- FCG DFRS Overtime and Staffing – Drafted preliminary observations and recommendations and have sent to DFRS. Expect to have draft report at February meeting.
- FCG Grants – First round of interviews and informational gathering meeting have been scheduled.

**Special Projects:**

- FCG Ag Programming – Critical Farms, reviewing documentation of process.
- FCG Ag Innovation Grants – Follow up to special project, December 11, 2024, selection meeting.

**Miscellaneous Follow-ups**

- The Director pointed the IAA 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
- FCC – None.
- FCPS – 3

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## Risk Assessments

- FCG meetings scheduled through beginning of January; halfway through. FCC and FCPS meetings scheduled for January and February 2025.

## IAA Code/Membership

- Draft IAA code with County Council and County Management; awaiting Council meeting date for agenda item.

## Other Business

- Internal Audit Budget – budget remains same for FY26; will request increase for FY27.
- Audit Manual – Edits made, and manual will be posted to website.
- 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

- January 15, 2025.

At 8:52am, Jon Alexander adjourned the December 18, 2024, IAA open meeting.

Respectfully Submitted,



Dawn Reed  
Coordinator, Internal Audit