

# APPROVED BY IIAA 2/19/25

## INTERAGENCY INTERNAL AUDIT AUTHORITY OPEN SESSION MINUTES JANUARY 15, 2025

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

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

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Amy Stake and Kathy Dao

FCPS Staff: Amanda Baugher and Melissa Rollison

FCG Staff: John Peterson and Robin Inskeep

### Contractors:

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

CLA: Sean Walker and Cheri Amoss

UHY: Jack Reagan, Shannon Castillo, and Reina Hernandez

SB & Company: Renata Reis

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

### Approval of Agenda – January 15, 2025

**Nicole Prorock made a motion to accept and approve the agenda for January 15, 2025, seconded by Dean Rose. All those present voted in favor. The motion passes.**

### Approval of Open Meeting Minutes – December 18, 2024

**Nicole Prorock made a motion to accept and approve the IIAA open meeting minutes of December 18, 2024, as submitted, seconded by Steve McKay. All those present voted in favor, with Dean Rose abstaining. The motion passes.**

### Status of Assignments:

#### CLA

- FCG Hotel Rental Tax – Work is currently underway; communication and testing with the hotels has commenced.
- FCG Prospect Center Project Grants – Work is currently underway; grant data and information being gathered.

#### SC&H

- FCG DFRS Overtime and Staffing – Drafted preliminary observations and recommendations and discussed with DFRS on January 3<sup>rd</sup>. Internal Audit has reviewed and provided comments to SC&H, working to update draft for DFRS.
- FCG Grants – Planning phase and information gathering with divisional interviews has commenced.

### Potential/Upcoming Task Orders:

- Discussion was held on potential task orders including but not limited to FCG LOSAP, FCG prescription medication inventory/dispensing/administering, FCG IIT access controls, FCPS leave accrual, FCG leave accrual and the continuity of audit types across entities (ex: HR onboarding, grants).

### Special Projects:

- FCG Ag Programming – Reviewing documentation and process of critical farms. Will follow up and circle back as Ag has undergone changes and legislative updates.

### 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
- FCC – None.
- FCPS – None.

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## Risk Assessments

- FCG meetings will complete as of January 21<sup>st</sup> and FCC and FCPS meetings are scheduled for January and February.

## IIAA Code/Membership

- Draft IIAA code with County Council. A workshop is scheduled for January 28<sup>th</sup> with a 1<sup>st</sup> reading February 18<sup>th</sup>, a second reading March 18<sup>th</sup> and the 4<sup>th</sup> and final reading scheduled for April 1<sup>st</sup>.

## Other Business

- Potential public member; letter of interest & resume included and will be discussed in closed session.
- 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

- February 19, 2025.

At 8:46am, the IIAA voted to enter a closed session to discuss a potential IIAA member's letter of interest & resume as well as a Frederick County Government hotline matter.

Carolyn Kimberlin 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 topics for this closed session is to discuss a potential IIAA member's letter of interest and resume as well as a Frederick County Government Hotline Matter. This motion was seconded by Emeka Enworom. All those present voted in favor. The motion passes.

At 8:59am, Nicole Prorock made a motion to end the closed session and return to an open session, seconded by Emeka Enworom. All those present voted in favor. The motion passes.

At 8:59am, Jon Alexander adjourned the January 15, 2025, IIAA open meeting.

Respectfully Submitted,



Dawn Reed  
Coordinator, Internal Audit