

APPROVED BY IIAA 6/18/25

INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
MAY 21, 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, Brent Simmons, Steve McKay, and Dean Rose

IA Staff: Tricia Reaver and Dawn Reed

FCC Staff: Amy Stake

FCPS Staff: Heather Clabaugh and Melissa Rollison

FCG Staff: John Peterson, Leslie Barnes-Keating, Dan Lewis, Erin White, Melanie Thom, and Ronni Bowman

Contractors:

SC&H: Matt Simon, Lindsay Puccio, Meghan Jacobs

CLA: Cheri Amoss

UHY: Reina Hernandez and Shannon Castillo

SB & Company: Renata Reis

Chair Jon Alexander called the meeting to order at 8:01am

Approval of Agenda – May 21, 2025

Dean Rose made a motion to accept and approve the agenda for May 21, 2025, seconded by Nicole Prorock. All those present voted in favor (Carolyn Kimberlin and Emeka Enworom absent). The motion passes.

Approval of Open Meeting Minutes – April 16, 2025

Dean Rose made a motion to accept and approve the IIAA open meeting minutes of April 16, 2025, as submitted, seconded by Nicole Prorock. All those present voted in favor (Carolyn Kimberlin absent). The motion passes.

Status of Assignments:

CLA

- FCG Hotel Rental Tax – Working through remaining open items and draft report.
- FCG Prospect Center Project Grants – Draft memorandum included in packet for vote.

Emeka Enworom made a motion to accept, approve, and issue as a public document, Report #25-03, Frederick County Government Prospect Center Grants Project, seconded by Dean Rose. All those present voted in favor (Carolyn Kimberlin absent). The motion passes.

- FCG Length of Service Award Program (LOSAP) - Kickoff meeting held; Discovery and test work has begun.

SC&H

- FCG DFRS Overtime and Staffing – Final draft is included in the packet and ready for vote.

Steve McKay made a motion to accept, approve, and issue as a public document, Report #24-01, Frederick County Government Department of Fire and Rescue Services Overtime and Staffing Analysis, seconded by Nicole Prorock. All those present voted in favor (Carolyn Kimberlin absent). The motion passes.

- FCG Grants – In testing phase.
- FCG IIT Access Controls – Task order included in packet and ready for vote.

Nicole Prorock made a motion to approve Task Order #25-06, Frederick County Government IIT Access Controls and issue to SC&H, seconded by Emeka Enworom. All those present voted in favor (Carolyn Kimberlin absent). The motion passes.

UHY

- FCPS Leave Benefits - Kickoff meeting was held. Working to begin planning and discovery phase.

Special Projects/Upcoming Task Orders:

- FCC HR On/Off Boarding.

Miscellaneous Follow-ups

APPROVED BY IIAA 6/18/25

- The Director pointed out to 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 items have been added, extended, or requested an extension.

Fraud Hotline

- FCG – None.
- FCC – None.
- FCPS – None.

Risk Assessments

- Draft FCG risk assessment included in packet and ready for vote.

Dean Rose made a motion to approve the Fiscal Year 26 Frederick County Government Risk Assessment, seconded by Steve McKay. All those present voted in favor (Carolyn Kimberlin absent). The motion passes.

- Draft FCPS Risk Assessment document for discussion.
- Draft FCC Risk Assessment document for discussion.

Other Business

- Annual Financial Review report to begin in May or June.
- IIAA Chair and Vice Chair

Nicole Prorock made a motion to nominate, accept, and vote as Chair of the IIAA, Jon Alexander, for the period July 1, 2025, through June 30, 2026, seconded by Steve McKay. All those present voted in favor (Carolyn Kimberlin and Dean Rose absent). The motion passes.

Jon Alexander made a motion to nominate, accept, and vote as Vice Chair of the IIAA, Nicole Prorock, for the period July 1, 2025, through June 30, 2026, seconded by Steve McKay. All those present voted in favor (Carolyn Kimberlin and Dean Rose absent). The motion passes.

- Meeting format to remain the same; virtual.

Next Meeting

- June 18, 2025.

At 8:53am, Jon Alexander adjourned the May 21, 2025, IIAA open meeting.

Respectfully Submitted,



Dawn Reed
Coordinator, Internal Audit