

# APPROVED BY IIAA 12/17/25

## INTERAGENCY INTERNAL AUDIT AUTHORITY OPEN SESSION MINUTES NOVEMBER 19, 2025

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

IIAA Members: Chair Jon Alexander, Nicole Prorock, Emeka Enworom, Brent Simmons, Tracey McPherson, and Dean Rose

Internal Audit (IA) Staff: Tricia Reaver and Dawn Reed

FCC Staff: Scott McVicker, Amy Stake, and Kathie Dao

FCPS Staff: Heather Clabaugh, Amanda Baugher and Melissa Rollison

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

### Contractors:

SC&H: Matt Simon, Lindsay Puccio, Meghan Jacobs, and Nate Kebekabe

CLA: Sean Walker and Cheri Amoss

UHY: Jack Reagan and Reina Hernandez

SB & Company: Chris Lehman

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

### Approval of Agenda – November 19, 2025

**Nicole Prorock made a motion to accept and approve the agenda for November 19, 2025, seconded by Brent Simmons. All those present voted in favor (Steve McKay and Dean Rose absent). The motion passes.**

### Approval of Open Meeting Minutes – October 15, 2025

**Brent Simmons made a motion to accept and approve the IIAA open meeting minutes of October 15, 2025, as submitted, seconded by Tracey McPherson. All those present voted in favor with Nicole Prorock abstaining (Steve McKay and Dean Rose absent). The motion passes.**

### Status of Assignments:

#### CLA

- Task Order #26-01, FCG Prescription & Controlled Substance Medication Safeguards – Included and ready for IIAA vote to issue

**Nicole Prorock made a motion to approve Task Order #26-01, FCG Prescription & Controlled Substance Medication Safeguards, and issue to CLA, seconded by Emeka Enworom. All those present voted in favor (Steve McKay absent). The motion passes.**

#### SC&H

- FCG Grants – Report drafted and with FCG for review and comment. Expect final draft for December meeting.
- FCG IIT Access Controls – In testwork phase.
- FCC HR On-Boarding – Planning phase complete, moving into testwork.

#### UHY

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- FCPS Leave Benefits – Draft report has been reviewed by IA and is now with FCPS for review and comment. Expect final draft for January meeting.

### **Upcoming Projects:**

- Drafting Task Order for FCG Leave Pay Out.
- Upcoming Task Order for FCG Fleet Rate Model & Calculations for Insurance.

### **Miscellaneous Follow-ups**

- 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.

### **Other Business**

- Annual Risk Assessments – all FCG meetings scheduled through mid-January. FCC and FCPS being scheduled for January and February.
- Meeting format to remain the same; virtual.
- Member terms and updates – no changes

### **Next Meeting**

- December 17, 2025.

**At 8:43am, Jon Alexander adjourned the November 19, 2025, IIAA open meeting.**

Respectfully Submitted,



Dawn Reed  
Coordinator, Internal Audit