

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
JUNE 11, 2019**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., June 11, 2019, in the 2<sup>nd</sup> Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Nicole Prorock, Eric Wu, Steve McKay, Tom Lynch, and Lois Jarman

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Melanie Thom

Contractors:

SC&H: Matt Simons and Sam Fitzgerald

CLA: Kara Rueckemann

Mr. Steve Darr, Chair, called the IIAA open meeting of June 11, 2019, to order at 8:04am.

Approval of Agenda – June 11, 2019

**Mr. Tom Lynch made a motion to accept and approve the agenda for the June 11, 2019 meeting as presented, seconded by Mr. Eric Wu. All present voted in favor (Lois Jarman absent). The motion passes.**

Approval of Open Meeting Minutes – May 15, 2019

**Mr. Tom Lynch made a motion to approve the open meeting minutes of May 15, 2019, with an edit, seconded by Ms. Nicole Prorock. All present voted in favor (Lois Jarman absent). The motion passes.**

Status of Assignments

CLA:

FCC Procurement & Contracting Task Order – Ms. Griffis said this audit was held up just a little due to vacations, however, the audit is now back on track and they have some final questions they are awaiting answers to. She said she expects to have a draft of this report for review by next month's meeting.

SC&H:

FCG Incident Response and Disaster Recover – Ms. Griffis said this audit is being finalized and SC&H is working on the draft report now.

FCG CCRC and Montevue– Ms. Griffis said this audit is moving into the testing phase and should be kicked off next week or the following week.

**Mr. Eric Wu made a motion to accept and approve the testing phase of Task Order #19-03, Frederick County Government CCRC, seconded by Ms. Nicole Prorock. All present voted in favor. The motion passes.**

Ms. Griffis said she will be kicking off the FCG Internal Personally Identifiable Information planning phase and the task order is in the packet for the IIAA review. A vote will take place either by email or at next month's meeting once we receive the response from SC&H.

Special Projects (IA):

FCVFRA – Ms. Griffis said the binders were delivered to the IA office yesterday and both she and Dawn Reed will begin the process of reviewing them.

DFRS Review of Fleet Funding - Ms. Griffis said this is still in review and she is waiting on Fleet to get back with information on their invoicing and pricing.

Towing – Ms. Griffis said she continues to track this on a monthly basis and is still seeing some issues but not in every location.

DFRS Staffing Review – Ms. Griffis said she will be meeting with DFRS in the next couple of weeks to go over the analysis with them.

Follow Ups: Ms. Griffis said these follow ups continue to await software and policy updates. She said the IIT audit is being closed out. Ms. Griffis said the FCG/FCC/FCPS PII follow up letters were sent out and we are waiting their responses at this time.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

RFP Process

Ms. Griffis said the timeline is in packet. She said we are on track as the pre-proposal conference took place last week. Ms. Griffis said we will now wait until the proposals come in which are due by July 2, 2019 and we will be able to start reviewing them on July 3<sup>rd</sup>.

Other Business

Hotel Tax Memorandum – Ms. Griffis said this is with the Council and will be presented at their meeting tonight.

Open Meetings Act – Ms. Griffis said there is only a few folks left that need to take the training.

Risk Assessment – Ms. Griffis said we are in the process of scheduling meetings with all the divisions.

**At 8:53am, Mr. Steve Darr made a motion to end and adjourn the June 11, 2019 meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator