

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
NOVEMBER 20, 2019**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., November 20, 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, Nicole Prorock, Eric Wu, Tom Lynch, and Lois Jarman

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Amanda Baugher

FCG Staff: Melanie Thom

Contractors:

SC&H: Ed Mikhail

CLA: None

FNP: None

Mr. Steve Darr, Chair, called the IIAA open meeting of November 20, 2019, to order at 8:07am.

Approval of Agenda – November 20, 2019

**Mr. Tom Lynch made a motion to accept and approve the agenda, with a minor date edit, for the November 20, 2019 meeting as presented, seconded by Ms. Nicole Prorock. All present voted in favor (Shaun Jones, Eric Wu, and Steve McKay absent). The motion passes.**

Approval of Open Meeting Minutes – September 18, 2019

**Mr. Tom Lynch made a motion to approve the open meeting minutes, with a minor date edit, of September 18, 2019, seconded by Ms. Lois Jarman. All present voted in favor (Shaun Jones, Eric Wu, and Steve McKay absent). The motion passes.**

Approval of Closed Meeting Minutes – September 18, 2019

**Mr. Tom Lynch made a motion to approve the closed meeting minutes, with a minor date edit, of September 18, 2019, seconded by Ms. Nicole Prorock. All present voted in favor (Shaun Jones, Eric Wu, and Steve McKay absent). The motion passes.**

Status of Assignments

CLA:

FCC Procurement & Contracting Audit final and came in under budget.

FCG 287(g) – Ms. Griffis said CLA has met with the CAO, the Sheriff, and two Detention Center employees and received a tour of the intake and processing area and looked at the equipment and space being utilized within the program. She said right now they are putting together their audit programs and determining what they will need. Ms. Griffis said she received an email from Sean Walker, CLA, stating that meetings would be scheduled after Thanksgiving and work will be started. She said the time spent so far on this has been by the partner, due to the highly publicized nature of this report and that is why the amounts may seem higher. Ms. Griffis stated that once this report is concluded there will be a public meeting which will include the County Council, the CAO, and the Sheriff.

FCG Receipts Transactions – Ms. Griffis said this task order was not included in this month's packet but members have received it and the planning response is included. The IIAA reviewed the rates given and it was determined that the rates may have been submitted incorrectly and asked that CLA take another look at the proposed amounts. Ms. Griffis said she would go back to CLA and have this corrected. She stated a vote was need to approve and issue the task order at this time.

**Mr. Tom Lynch made a motion to accept, approve, and issue to CLA, (planning) Task Order 20-04 Frederick County Government Receipts Transactions, seconded by Mr. Eric Wu. All present voted in favor (Shaun Jones and Steve McKay absent). The motion passes.**

APPROVED BY IIAA 12/19/19

SC&H:

FCG CCRC and Montevue – Ms. Griffis said this audit is complete and now she is waiting for management responses for finalization. She said she expects to have them by the December meeting for a vote.

FCG Internal Personally Identifiable Information - Ms. Griffis said this audit is in process and is coming to and of the planning phase. Mr. Ed Mikhail, SC&H stated that they are finalizing the planning and risk assessment stage and will have that draft to Ms. Griffis by the end of the month.

Task Order:

Ms. Griffis said a new task order is included in the packet. She said Task Order 20-03, Frederick County Public Schools Timesheet Controls is ready for discussion and a vote. She said she expects to have a draft completed by the middle of March.

**Mr. Eric Wu made a motion to approve and issue to SC&H, Task Order 20-03 Frederick County Public School Timesheet Controls, seconded by Ms. Nicole Prorock. All present voted in favor (Shaun Jones and Steve McKay absent). The motion passes.**

Special Projects and Work:

DFRS Review of Fleet Funding - Ms. Griffis said she and Ms. Dawn Reed are working on the invoices from DFRS and matching them up with Fleet Services. She said a meeting was held with Fleet to learn their FASTER system and pull up the information needed. Ms. Griffis said we will need to go back to Fleet to have some questions answered and verified and then she expects to have it completed by the January meeting.

Towing – Ms. Griffis said she continues to track this on a monthly basis and is now completed through the month of October.

Follow Ups: Ms. Griffis said most of the follow ups have been closed out. She expects the FCG Termination audit to be closed by next month. Ms. Griffis said she is still waiting on the committee to complete work on updated guidelines for the FCG LOSAP Audit to be closed. Ms. Griffis said the FCG and FCPS PII Audit Follow Ups are still in the process. Ms. Griffis said the FCG CIP Project should be complete by January or February 2020.

Fraud Hotline

FCG: None

FCPS: None; had a quarterly close report close out.

FCC: None

RFP Process

Ms. Griffis said the contracts have been received back from the selected firms with signatures.

Other Business

Open Meetings Act – Some members still need to take the training.

Risk Assessments – Ms. Griffis said meeting have been taking place and are scheduled through September. She hopes to have the memorandums and reports to the IIAA by the February 2020 meeting.

**At 9:02am, Mr. Steve Darr adjourned to the November 20, 2019 meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator