

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
DECEMBER 19, 2019**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., December 19, 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, Steve McKay, Tom Lynch, and Lois Jarman

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Erin White

Contractors:

SC&H: Ed Mikhail and Matt Simons

CLA: None

FNP: Steve Bohnel

Mr. Steve Darr, Chair, called the IIAA open meeting of December 19, 2019, to order at 8:05am.

Approval of Agenda – December 19, 2019

**Mr. Steve McKay made a motion to accept and approve the agenda for the December 19, 2019 meeting as presented, seconded by Mr. Tom Lynch. All present voted in favor (Shaun Jones absent). The motion passes.**

Approval of Open Meeting Minutes – November 20, 2019

**Mr. Tom Lynch made a motion to approve the open meeting minutes of November 20, 2019, seconded by Mr. Eric Wu. All present voted in favor with Mr. Steve McKay abstaining (Shaun Jones absent). The motion passes.**

Status of Assignments

CLA:

FCG 287(g) – Ms. Griffis said the fieldwork for this audit has been underway and had another meeting the detention center this week. She said they are into the discovery and getting ready to move into testing, as all of documents have been read and reviewed. Ms. Griffis said she is uncertain if a draft will be ready for the January meeting as the testing is now five years of review. Mr. Darr requested that Mr. Sean Walker (or representative) be present for the January meeting for a verbal update on the preliminary results of this audit. Ms. Griffis also wanted to point out that CLA had updated and corrected the rates of the previous status report.

FCG Receipts Transactions – Ms. Griffis said this task order was signed and have scheduled the kick off meeting for January 7<sup>th</sup>.

SC&H:

FCG CCRC and Montevue – Ms. Griffis said the draft audit report is include in the packet and ready for discussion and a final vote.

**Mr. Steve McKay made a motion to accept, approve, and issue to the public, Audit Report #19-03, Frederick County Government Citizens Care & Rehabilitation Center of Frederick & Montevue Assisted Living, seconded by Ms. Nicole Prorock. All present voted in favor (Shaun Jones absent). The motion passes.**

FCG Internal Personally Identifiable Information - Ms. Griffis said the planning phase of this audit is complete and expects a draft for review at next month's meeting. She said, however, she is not sure at this time, that moving onto a testing phase is prudent due to the fact that a lot of the same recommendations seem to be carrying over from the external PII audit. Ms. Griffis said SC&H is working on a memo to address those recommendations and management action plans to address items that have reappeared.

FCPS Timesheet Controls – Ms. Griffis said a task order was issued for this audit and will be kicked off in February 2020.

APPROVED BY IIAA 1/19/20

Special Projects and Other Work:

DFRS Review of Fleet Funding - Ms. Griffis said one particular fire department has been utilizing an outside vendor for repairs and maintenance instead of the County's Fleet Services. She said that she and Dawn Reed have been selecting and pulling invoices to determine the ranges of cost differences. Ms. Griffis said she is meeting with Fleet tomorrow and will start to work on a memo of the findings.

Towing – Ms. Griffis said she continues to track this on a monthly basis and expects to have December's report in February.

Ms. Griffis said a request came in from the City of Frederick that she take a look into the Community Action Agency funding/County funding. The IIAA had discussions and determined that this is low risk and no action will be taken by this Authority. Ms. Griffis said her recommendation to the City would be to request additional test work within their single audit in the next fiscal year.

Follow Ups:

- FCG Terminations has been closed.
- LOSAP is completing their guidelines and will be closed once they are received.
- FCG Payroll and Timesheet is ready to close out, however, a new system may be implemented and she will readdress if and once that new system is put into place.
- FCG ECC Staffing and Overtime has remained open because of the needed positions.
- FCG and FCPS PII still in process (expects early 2020).
- FCPS School Activity Funds is waiting on status from FCPS to close out.

Fraud Hotline

FCG: None

FCPS: 2

FCC: None

RFP Process

Ms. Griffis said the contracts have been signed and returned to the County for file.

Other Business

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

Press Release – Ms. Griffis said we may want to put out a press release as to who we are, regarding our independence, and how we contract out our audit work. Ms. Griffis said she thinks it is important to get out the facts in response to some non-factual information that is being put out into the public. It was discussed by the IIAA and agreed that Ms. Griffis draft the press release and the Authority will review and submit edits before it is released.

Mr. Eric Wu announced to the IIAA that this will be his last meeting as he is relocating to Chicago.

**At 9:20am, Mr. Steve Darr made a motion to end and adjourn the December 19, 2019 meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator