

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
FEBRUARY 18, 2020**

The Interagency Internal Audit Authority (IIAA) met at 8:02 a.m., February 18, 2020, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Shaun Jones, Nicole Prorock, Steve McKay, and Tom Lynch

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Amanda Baugher

FCG Staff: Rick Harcum, Tim Selin, Michael Cronise, Sheriff Chuck Jenkins and Melanie Thom

Contractors:

SC&H: Ed Mikhail, Lucas Ward, and Matt Simons

CLA: Sean Walker and Cheri King

FNP: Steve Bohnel

Public: Jon Alexander, Ed Burrell, and Mary Ann Ford

Mr. Steve Darr, Chair, called the IIAA open meeting of December 19, 2019, to order at 8:05am. Mr. Darr made a comment that while the IIAA meetings are open to the public, he will not be taking any comments from the public on any reports that are not final.

Approval of Agenda – February 18, 2020

Mr. Tom Lynch made a motion to accept and approve the agenda for the February 18, 2020 meeting as presented, seconded by Ms. Nicole Prorock. All present voted in favor (Shaun Jones and Lois Jarman absent). The motion passes.

Approval of Open Meeting Minutes – January 15, 2020

Mr. Tom Lynch made a motion to approve the open meeting minutes of January 15, 2020, seconded by Ms. Nicole Prorock. All present voted in favor (Shaun Jones and Lois Jarman absent). The motion passes.

Approval of Closed Meeting Minutes – January 15, 2020

Ms. Nicole Prorock made a motion to approve the closed meeting minutes of January 15, 2020, seconded by Mr. Steve McKay. All present voted in favor (Shaun Jones and Lois Jarman absent). The motion passes.

Public Member Vacancy

Mr. Steve Darr said the opening for the public member was advertised and we only received one applicant. He said that applicant is Mr. Jon Alexander who is a phenomenally well qualified applicant. Mr. Darr asked that Mr. Alexander step outside of the room so that the IIAA can vote on his appointment.

Mr. Steve McKay made a motion to nominate and accept the resume of Mr. Jon Alexander to serve as a public member on the IIAA for the remainder of an unexpired term, set to expire June 30, 2022, and to submit to the Frederick County Council for appointment confirmation, seconded by Mr. Tom Lynch. All present voted in favor (Shaun Jones and Lois Jarman absent). The motion passes.

Status of Assignments

CLA:

FCG 287(g) – Ms. Griffis said a draft report has been distributed to the IIAA. The IIAA reviewed the entire report and discussed changes they would like to be made to the report before it becomes final for a vote. Ms. Griffis said she is still waiting on comments from the County Executive’s Office and the County Council by March 9th. Both Ms. Griffis and CLA expects to have a final draft at the March meeting.

FCG Receipts Transactions – Ms. Griffis said this audit has kicked off and they have started to schedule meetings in the next few weeks. She said they have identified some areas that we need to look into more.

SC&H:

FCG Internal Personally Identifiable Information - Ms. Griffis said the planning phase is complete. She said SC&H through the planning phase, determined that the recommendations are going to be the same as the external PII audit and therefore they are halting this audit and not going into a testing phase. She said a memorandum was included and is ready for a vote to release.

Mr. Tom Lynch made a motion to accept and approve and issue as confidential, Report #20-01, Frederick County Government Internal Personally Identifiable Information, seconded by Ms. Nicole Prorock. All present voted in favor (Lois Jarman absent). The motion passes.

FCPS Timesheet Controls – Ms. Griffis said this audit has been kicked off and so far is going smoothly. She said they have already started the interview meeting and SC&H has already put together data analytic data profiles surrounding the timesheets, overtime and supplemental pays. SC&H said they are on schedule for this project.

Special Projects and Other Work:

DFRS Review of Fleet Funding - Ms. Griffis said she has received the information from Fleet Services and will review and start on that report.

Towing – Ms. Griffis said she reviewed the new “one beat” system for the month of January and the rotation and everything seems to be working well. She said she will looking at the next two months and then will be closing out this project.

Ms. Griffis said she did meet with the Mayor O’Conner of Frederick City and went over the information with him regarding the Community Action Agency funding/County funding. She suggested he have his finance department look into the testing from the single audit.

Follow Ups:

Ms. Griffis said there hasn’t been a big change in the status of the following follow ups.

- LOSAP will be closed out this month.
- FCG Payroll and Timesheet will be closed out this month.
- FCG ECC Staffing and Overtime will be closed out this month.
- FCG and FCPS PII still in process (expects early 2020).
- FCPS School Activity Funds is waiting on status from FCPS to close out.
- FCG CIP will be looked at and possibly closed out this month as well.

Risk Assessments

The IIAA discussed the risk assessments and suggested to review for final edits. The risk assessments will be finalized for a vote at the March meeting.

Fraud Hotline

FCG: 1; Ms. Griffis said there was a concern about items going missing from the health department (inventory, small items). She said the total in under \$1,000 and is not very concerned but will talk to them about their internal controls.

FCPS: 1; Ms. Griffis said this will be on the quarterly report from FCPS.

FCC: None

Other Business

Reminder of the MD Open Act Meeting training.

At 9:35am, Mr. Tom Lynch made a motion to adjourn the January 15, 2020 meeting, seconded by Mr. Steve Darr. All those present voted in favor (Lois Jarman absent). The motion passes.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator