

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
AGENDA  
WINCHESTER HALL  
2<sup>ND</sup> FLOOR WINCHESTER CONFERENCE ROOM  
12 E. CHURCH STREET, FREDERICK, MD 21701  
DECEMBER 17, 2014  
8:00 A.M.**

1. Approval of Minutes – November 19, 2014
  - 1a. Open Meeting  
Closed Meeting (vote in closed session)
  - 1b. Voting Record (11/19/14)
2. Status of Assignments
  - 2a. IA Status Report
  - 2b. Audit Recommendations Log (open action item list) and Misc. Follow-Ups
3. Budget
  - 3a. FY16 Program Budget Submission
  - 3b. Contractor vs Internal Staff Analysis
4. Risk Assessment
5. Special Projects
  - 5a. Towing (FCG; amended)
  - 5b. Director Termination Procedures (FCG; amended)
  - 5c. Overtime Analysis (FCC)
  - 5d. Courthouse Records and High Turnover Concerns (FCG; Sheriff's Office)
6. Other Business
  - 6a. Cotton's Contract Extension
  - 6b. RFP Status/Award Letters to Contractors
  - 6c. Fraud Hotline for FCG and Fraud Hotline for FCPS
  - 6d. Office Move
  - 6e. Contract Time (Tricia Griffis)

7. Closed Session

A closed session will be held at the end of the meeting in accordance with:

- Maryland Annotated Code Government Article §10-508 (a) to conduct an Administrative Function and §10-508 (a) (1) (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

- 7a. Topic: Approve the closed meeting minutes of October 15, 2014
- 7b. Topic: Approve the closed meeting minutes of November 19, 2014
- 7c. Topic: Discuss Cotton's monthly status report
- 7d. Topic: Cotton's Internal Draft Submission; Fire and Rescue Financial Transactions Audit

**Note: The Open Meetings Act does not apply to a public body when discussing an administrative function.**

8. Adjournment

**NEXT MEETING JANUARY 2015 (DATE TO BE DETERMINED)  
WINCHESTER HALL, 2<sup>ND</sup> FLOOR WINCHESTER CONFERENCE ROOM  
12 E. CHURCH STREET**

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Individuals requiring special accommodations are requested to contact Dawn Reed at 301-600-1154 (TTY: Use Maryland Relay) to make arrangements no later than three (3) working days prior to the meeting.