

**INTERAGENCY INTERNAL AUDIT AUTHORITY**  
**AGENDA**  
**WINCHESTER HALL**  
**THIRD FLOOR MEETING ROOM**  
**12 E. CHURCH STREET, FREDERICK, MD 21701**  
**MARCH 19, 2014**  
**8:00 A.M.**

1. Approval of Minutes/Voting Record – February 19, 2014
  - 1a. Open Meeting  
Closed Meeting (will vote in closed session; see below)
  - 1b. Voting Record

2. Status of Assignments

3. Fire & Rescue Introductions/Update (Chief Pouget)

4. IIAA Public Member Vacancy

- 4a. Clarify Mr. Allan Joseph's Term
- 4b. Resume Submitted (Mr. Ed Burrell)

5. Status of Hotlines – None

6. Other Business

- 6a. Audit Manual
- 6b. Peer Review Analysis
- 6c. County Charter Government  
Resolution

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 in accordance with Maryland Annotated Code Government Article §10-508 (a) (14) before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

- 7a. Topic: To approve the closed meeting minutes of February 19, 2014
- 7b. Topic: To discuss the contractor's monthly status of assignments report, including SC&H draft report (F&R)
- 7c. Topic: To approve the status of the next task orders for the contractors:  
Cotton & Co: FCC, Timesheet Controls and Employee Controls Over Overtime; Action taken by email vote  
SC&H: FCG Fire & Rescue Services Financial Transactions; Action taken by email vote
- 7d. Topic: To review/approve the internal draft audit report of the Sheriff's Department Evidence and Property Room
- 7e. Topic: To discuss/approve the Sheriff's Department OT Management Analysis
- 7f. Topic: To discuss/approve the FCPS School Activity Fund
- 7g. Topic: To discuss/approve a Special Project Task Order (internal), Director Turnover Over Terminations Procedures
- 7h. Topic: To discuss/approve an extension of the SC&H and Cotton & Co. contracts for auditing services (expires 6/30/14) or to go back out for bids

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

8. Adjournment

**NEXT MEETING APRIL 16, 2014**  
**WINCHESTER HALL, 3<sup>rd</sup> FLOOR MEETING ROOM**  
**12 E. CHURCH STREET**

Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

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.

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
AGENDA  
WINCHESTER HALL  
THIRD FLOOR MEETING ROOM  
12 E. CHURCH STREET, FREDERICK, MD 21701  
MARCH 19, 2014  
8:00 A.M.**

Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

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.