

INTERAGENCY INTERNAL AUDIT AUTHORITY
AGENDA
WINCHESTER HALL
THIRD FLOOR MEETING ROOM
12 E. CHURCH STREET, FREDERICK, MD 21701
APRIL 16, 2014
8:00 A.M.

1. Approval of Minutes/Voting Record – March 19, 2014

- 1a. Open Meeting
Closed Meeting (will vote in closed session; see below)
- 1b. Voting Record

2. Status of Assignments

- 2a. Audit Recommendations Log (open action item list)
- 2b. Status Report
- 2c. Special Project: Sign Language Interpreter Memo
- 2d. 2103 Summary of Monitoring Results
- 2e. Follow-Up: Report #12-06; Commercial Water & Sewer Capacity Fees
- 2f. Follow-Up: Report #13-06; External-Facing Information Technology Security Controls

3. IIAA Public Member Vacancy

Mr. Ed Burrell Interview Discussion

4. Status of Hotlines

None

5. Other Business

- 5a. FY 2015 Operating Recommended Budget
- 5b. Audit Manual

6. 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.

- 6a. Topic: To approve the closed meeting minutes of March 16, 2014
- 6b. Topic: To discuss the contractors' monthly status of assignments reports; including SC&H draft report (F&R)
- 6c. Topic: To approve the status of the next task orders for the contractors:
 - Cotton & Co: FCC, Timesheet Controls and Employee Controls over Overtime
 - SC&H/Cotton & Co.: FCG Fire & Rescue Services Financial Transactions
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- 6d. Topic: To review/approve the internal draft audit report of the Sheriff's Department Evidence and Property Room
- 6e. Topic: To discuss/approve a Special Project Task Order (internal), Director Turnover Over Terminations Procedures
- 6f. 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; contract wording enclosed

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

7. Adjournment

NEXT MEETING MAY 21, 2014
WINCHESTER HALL, 2nd FLOOR WINCHESTER ROOM
12 E. CHURCH STREET

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