

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
AGENDA  
WINCHESTER HALL  
2<sup>ND</sup> FLOOR WINCHESTER CONFERENCE ROOM  
12 E. CHURCH STREET, FREDERICK, MD 21701  
JANUARY 21, 2015  
8:30 A.M.**

1. Approval of Minutes – December 17, 2014
  - 1a. Open Meeting
  - Closed Meeting (vote in closed session)
  - 1b. Voting Record (12/17/14)
2. Status of Assignments
  - 2a. IA Status Report
  - 2b. Audit Recommendations Log (open action item list) and Misc. Follow-Ups (FCG IT Security Review)
  - 2c. Hotel Rental Tax Audit (SC&H)
  - 2d. PCard (Clifton, Larson, Allen)
3. IIAA Resolution
  3. Revised with Suggested Changes
4. Special Projects
  - 4a. Towing (FCG)
  - 4b. Director Termination Procedures (FCG)
  - 4c. Overtime Analysis (FCC)
  - 4d. Courthouse Records and High Turnover Concerns (FCG)
  - 4e. Detention Center Overtime (FCG)
5. Other Business
  - 5a. RFP Status/Award Letters to Contractors
  - 5b. Contract/Staffing Mix
  - 5c. Council Budget Project
  - 5d. DFRS
6. Fraud Hotline
  - 6a. FCG – None
  - 6b. FCPS – None
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

7a. Topic: Approve the closed meeting minutes of December 21, 2014

7b. Topic: Discuss Cotton's monthly status reports (FCC Timesheet Controls and FCG F&R Financial Transactions)

7c. 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 FEBRUARY 18, 2015 AT 8:30am  
WINCHESTER HALL, 2<sup>ND</sup> FLOOR WINCHESTER CONFERENCE ROOM  
12 E. CHURCH STREET**

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