

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
AGENDA  
WINCHESTER HALL  
3<sup>rd</sup> FLOOR MEETING ROOM  
12 E. CHURCH STREET, FREDERICK, MD 21701  
FEBRUARY 18, 2015  
8:30 A.M.**

1. Approval of Minutes – January 21, 2015
  - 1a. Open Meeting  
Closed Meeting (vote in closed session)
  - 1b. Voting Record (1/21/15)
2. Status of Assignments
  - 2a. IA Status Report
  - 2b. Audit Recommendations Log (open action item list) and Misc. Follow-Ups
  - 2c. Hotel Rental Tax Audit (CLA)
  - 2d. PCard (SC&H)
  - 2e. Risk Assessment/Audit Work Plan
3. IIAA Resolution
  3. Memo with Revised 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. Council Budget Project: Budget Analysis Task Order (CLA)
  - 5b. Council Budget Project: Staffing/Organizational Chart Task Order (CLA)
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 January 18, 2015

7b. Topic: Discuss Cotton's monthly status report

7c. Topic: Accept and approve to issue Cotton and Company's Independent Accountants' Report on Applying Agreed-Upon Procedures; Frederick County Government Fire & Rescue Services Financial Transactions

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

8. Adjournment

**NEXT MEETING MARCH 18, 2015 AT 8:30am  
WINCHESTER HALL, 3RD 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.