

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
September 25, 2013**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., September 25, 2013, in the Winchester Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Allan Joseph (Chair), Steven Darr (Vice Chair), Shaun Jones, Dr. Zakir Bengali, Doris White, and Commissioner Blaine Young.

IA Staff: Tricia Griffis and Dawn Reed.

FCC Staff: None.

FCPS Staff: None.

FCG Staff: Erin White.

Approval of Open Minutes

Ms. Doris White made a motion to approve the open meeting minutes of July 17, 2013, as written, seconded by Mr. Shaun Jones. All present were in favor and the motion passed unanimously with Commissioner Blaine Young absent at time of vote.

Status of Assignments

Ms. Tricia Griffis said she wanted to update the IIAA on various issues since she has also been getting up to speed herself over the past several weeks.

She said she met with Diane George and has issued a follow-up memo on the FCG P-Card Audit and has requested a response by October 8, 2013. Ms. Griffis said that Ms. George has implemented most of the recommendations made in the audit report.

Ms. Griffis said the Audit of the Sheriff's Office Property and Evidence Room has been internally drafted but not yet reviewed with the Sheriff's Department. She said the report needs a final internal draft before the exit conference can be given. Ms. Griffis said she recommends that Ms. Kelly Hammond complete the audit due to her knowledge and involvement with the audit so far.

Mr. Steve Darr made a motion recommending that Ms. Hammond complete the Audit of the Sheriff's Office Property and Evidence Room as time permits, seconded by Mr. Shaun Jones. All present were in favor and the motion passed unanimously with Commissioner Young absent at time of vote.

Ms. Griffis said the SCH&H Frederick County Public Schools (FCPS) Purchasing Audit is at the very end of its completion. She said SC&H will present this report to the IIAA at the October meeting.

Ms. Griffis said SC&H is also working on the planning survey and risk assessment for the Funding for Replacement/Maintenance of Fire and Rescue (F&R) Apparatus Audit. She said the draft narrative and audit program was included in this packet for approval of the next task order.

Commissioner Young made a motion to approve and issue Task Order #1 (for FY 14) to SC&H for the Testing Phase of the F&R Apparatus Audit, seconded by Ms. White. All those present were in favor and the motion passed unanimously.

Ms. Griffis said the task order that was approved by the IIAA and sent to Cotton and Company in August, regarding overtime management and staffing analysis for F&R and the Sheriff's Office has been placed on hold. She said she has talked to Mr. Michael Gillespie of Cotton and Company and he stated that the task order was a very consulting oriented task order and felt that his company would not be able to offer us their best resources and research in finding what was best for these audits. Ms. Griffis said she reviewed the task orders and decided to split them into two task orders (one for the Sheriff's Office and one for Fire and Rescue). Ms. Griffis said that after talking with Ms. Denise Pouget and the County Manager, Ms. Lori Depies, they have decided to allow Ms. Pouget to take care of some of these issues within the F&R Division first and then possibly revisit again next year. Ms. Griffis said she has drafted a new task order for the Sheriff's Office and has fine-tuned it without the consulting piece and put some real testing in. She said the new task order will be submitted for approval at the October meeting.

FY 15 Budget Preparation and Planning

Ms. Griffis said we are in the beginning stage of planning and preparing for the FY 2015 budget. She said she plans to have a draft budget prepared and ready for review at the October meeting.

Status of Hotlines

None. Ms. Griffis did mention that we are in the process of reinventing the Hotline. She said we are looking into combing the hotlines at FCPS and FCC with ours. She said more details will be coming.

Other Business

Ms. Griffis said there is usually an Annual Audit Report that is released around October. She said she has updated the report and plans to have a draft out to the IIAA for review sometime this week. Ms. Griffis said the IIAA will be able to approve this plan at the October meeting.

Ms. Griffis said that we are coming due for a peer review in early 2014. She said the peer review will cover January 1, 2011 through December 31, 2013. Ms. Griffis said because of the upcoming peer review, our Audit Manual will need to be revised to reflect the new Yellow Book updates as well as our new set up for using external contractors.

Ms. Griffis said she is also working on the Director's Annual Monitoring Report for 2012 and should be able to submit a draft report to the IIAA at the October meeting.

Dr. Zakir Bengali made a motion to end the open session of the meeting, seconded by Mr. Jones. All those present were in favor and the motion passed unanimously.

The open meeting adjourned at 8:50am.

Respectfully Submitted,

Dawn Reed
Administrative Coordinator