

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
October 16, 2013**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., October 16, 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, Bob Kimble, Dr. Zakir Bengali, and Commissioner Blaine Young.

IA Staff: Tricia Griffis and Dawn Reed.

FCC Staff: None.

FCPS Staff: Leslie Pellegrino, Rob Reilly, Steve Starmer, and Amanda Baugher.

FCG Staff: None.

SC&H Staff: Joe Freiberger, Chris Patrick, and Ryan Cohen.

Mr. Allan Joseph called the IIAA open meeting of October 16, 2013 to order at 8:05am.

Approval of Open Minutes

Mr. Shaun Jones made a motion to approve the open meeting minutes of September 25, 2013, as written, seconded by Dr. Zakir Bengali. All those present were in favor and the motion passed unanimously. Mr. Steve Darr and Commissioner Blaine Young were absent at time of vote.

FY15 Budget Update

Ms. Tricia Griffis said she and Ms. Dawn Reed attended a budget meeting on October 1, 2013, to prepare for the upcoming budget process. Ms. Griffis said she was able to get into "Team Budget" and has started the process to plan for the Internal Audit Division's FY15 Budget Submission. Ms. Griffis noted that the budget has been reduced due to losing a position within the Division.

Status of Assignments

Ms. Griffis said the Sheriff's Office Property and Evidence Room Audit was approved by Ms. Lori Depies to have Ms. Kelly Hammond continue to work on completion of the final report. Ms. Griffis did mention she feels there has been no progress to date on this project and will continue to monitor the progression of work.

Ms. Griffis said the FCPS Purchasing Audit Report will be presented today, in a closed session, by SC&H.

Ms. Griffis said SC&H has finished the planning phase on the task order Funding for Replacement/Maintenance of Fire & Rescue Apparatus, and the testing phase task order was approved last month. She said SC&H has responded with their estimate which is included in this packet. Ms. Griffis noted that the estimate was under budget.

Mr. Jones made a motion to approve and proceed with issuance of the Task Order to SC&H: Funding for Replacement/Maintenance of Fire & Rescue Apparatus, Ambulances, & Other Vehicles, seconded by Mr. Robert Kimble. All those present were in favor and the motion passed unanimously. Mr. Darr and Commissioner Young were absent at time of vote.

Ms. Griffis said she has been working with Diane George, Director of Procurement and Contracting, on the P-Card follow-up report. She said an extension has been given until October 21, 2013 for their responses of implementation.

Ms. Griffis said regarding the Sheriff's Department Overtime and Staffing Analysis Audit, she has met with Sheriff Chuck Jenkins and went over some information and has received backup support for why they are over budget on their overtime. Ms. Griffis said after reviewing the information, she is not sure that we should move forward on an audit of their overtime issues as the risk for this audit would now be considered low. It was agreed by the IIAA that a task order for this audit will be put on hold for now and revisited at a later date.

Ms. Griffis said she has prepared a task order for Cotton and Company for a Review of Wireless and Network IT Security Controls within Frederick County Government and is requesting approval to issue from the IIAA.

Mr. Kimble made a motion to approve and proceed with issuance of the Task Order to Cotton and Company for a Review of Wireless and Network IT Security Controls, seconded by Mr. Jones. All those present were in favor and the motion passed unanimously. Commissioner Young was absent at time of vote.

Fiscal Year 2013 Annual Report

Ms. Griffis said the Fiscal Year 2013 Annual Report has been updated and is included in the packet.

Mr. Jones made a motion to approve and post to website the IIAA Fiscal Year 2013 Annual Report, seconded by Mr. Darr. All those present were in favor and the motion passed unanimously. Commissioner Young was absent at time of vote.

Director's Monitoring Report

Ms. Griffis said she has completed the Director's Monitoring Report and did email a copy to the IIAA. She said this is not an action item needing an approval vote.

Status of Hotlines

Ms. Griffis said she has come up with a one-page advertisement on the Hotline and will be sent to all County employees for their information. She said it will allow employees to know that there is a number, email address, and an on-line form that they can complete and submit. Ms. Griffis said we are also working with FCPS and FCC to see if they would like to use our hotline for their employees as well. She said they will be seeking guidance from their Boards and will get back with us afterwards.

Other Business

Ms. Griffis said she has read the 2011 Synergies Report and found some great information. Ms. Griffis said she has also met with just about all of the County Directors and has been given some good information and was able to familiarize herself with a lot of the County procedures which allows her to fine tune the risk assessment as well.

Mr. Bob Kimble made a motion to end the open session of the meeting, seconded by Dr. Bengali. All those present were in favor and the motion passed unanimously. Commissioner Young was absent at time of vote.

The open meeting adjourned at 8:35am.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator