

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
April 17, 2013**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., April 17, 2013, in the Winchester Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Allan Joseph (Chair), Steven Darr, Shaun Jones, Commissioner Blaine Young, and Doris White

IA Staff: Kelly Hammond, Dawn Reed, and Mark Matlock

County Staff: None

FCPS Staff: Rob Reilly

FCC Staff: None

External Auditors: None

Introductions

Mr. Allan Joseph opened and called the meeting to order at 8:25am.

Approval of Open Minutes

Ms. Doris White made a motion to approve the open meeting minutes of March 20, 2013, as written, seconded by Mr. Steve Darr. All were in favor and the motion passed unanimously.

Ms. White made a motion to approve the closed meeting minutes of March 20, 2013, as written, seconded by Mr. Darr. All were in favor and the motion passed unanimously.

IIAA Vacancy/Election

Commissioner Blaine Young made a motion to elect Mr. Joseph as Chair of the IIAA for one year and to elect Ms. Carrie Gill as Vice Chair for one year, seconded by Ms. White. All were in favor with Mr. Shaun Jones abstaining and the motion passed.

Commissioner Young made a motion to recommend to the BoCC, the reappointment of Mr. Darr to a full four-year term, expiring in April 2017, seconded by Ms. White. All were in favor and the motion passed unanimously.

Mr. Bob Kimble will receive a letter from the County, expressing our thanks for his interest and that we will keep his resume on file for future board openings.

FCPS Synergy Request

Ms. Kelly Hammond said that FCPS has requested that we work together to see if it would be cost beneficial for us to provide hotline investigation services for them. She said that FCPS is looking at a call service to take the calls, however they do not have any people to actually perform an investigation. Ms. Hammond said that she

and Mr. Robert Reilly have been in discussion regarding opening up our hotline to FCPS and to share the cost (actual as opposed to in-kind) of a position. Ms. Hammond said if FCC would be interested as well, the cost could be shared in thirds. Ms. Hammond said she brought this to the attention of the Authority as a way to enhance the synergy and our services with the other two entities (FCPS and FCC). The Authority agreed to table this idea at this time and to reconsider and discuss at a later date, considering that the budgets for all involved have already been finalized.

Budget Appeal

Ms. Hammond said we did get back five of the 10% that was taken from our budget and she re-appealed the other 5% which was denied; they are taking the \$18,527 out of our FY14 budget. She said she is going through the risk assessment process now and has numerous requests within the county and some outside of the county. Ms. Hammond said it is clear that we will not be able to cover even a small percentage of the high risk areas.

Status of Assignments

Ms. Hammond said we are still in progress with the Sheriffs' Department Audit. She said Mr. Mark Matlock has been working on the fieldwork. Ms. Hammond said she has spoken with the Sheriff about the findings and he is very receptive to everything. She said most of the findings have already started to be corrected.

Status of Hotlines

None

Other Business

None

At this time, Mr. Joseph asked for a motion to close the open session and go into a closed session. Commissioner Young made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §10-508, to review the contractor's monthly status report, to discuss an administrative function (status of the next task orders for contractors), and a personnel matter. The motion was seconded by Ms. White. All were in favor and the motion passed unanimously.

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

The open session of the meeting ended at 8:55am.

Respectfully Submitted,

Dawn Reed  
Administrative Coordinator