

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
January 15, 2014**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., January 15, 2014, in the Winchester Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Steven Darr (Vice Chair), Shaun Jones, Bob Kimble, Dr. Zakir Bengali, and Doris White.

IA Staff: Tricia Griffis and Dawn Reed.

FCC Staff: None.

FCPS Staff: None.

FCG Staff: None.

Contractors: None.

External Auditors: Chris Lehman (SB & Company).

Mr. Steven Darr called the IIAA open meeting of January 15, 2014 to order at 8:05am.

Approval of Open Minutes

**Dr. Zakir Bengali made a motion to approve the open meeting minutes of December 18, 2013, as written, seconded by Ms. Doris White. All those present were in favor and the motion passed unanimously.**

Status of Assignments

Ms. Tricia Griffis said the first item is the Sheriff's Office Evidence and Property Room. She said it did get picked up by Kelly Hammond to complete. Ms. Griffis said she has followed up with Ms. Hammond on January 7, 2014, and Ms. Hammond indicated that she would not be able to provide a specific date for completion due to her other County obligations. Mr. Steve Darr said that he would send an email to the County Manager, Ms. Lori Depies, to see if we can get this audit finalized with a date.

Ms. Griffis said she has reviewed SC&H's packet of the testing of replacement apparatus for Fire & Rescue and also met with them on Monday, January 13, 2014 to discuss. She said SC&H is still waiting on some information from Fleet Services and is hoping to get that by the end of the week. Ms. Griffis said at that time, we will schedule a conference meeting for the end of month or first week in February to wrap things up.

Ms. Griffis asked the Board Members their thoughts on this report being confidential or made public due to the nature of the suggestions vs. necessary recommendations. Mr. Shaun Jones said in his opinion, the report is public safety and should be made public. Ms. Griffis said she also agrees that the report should be made available to the public. Ms. Griffis said she expects to present the draft report to the IIAA at the March meeting and stated that we are on schedule with all the billing.

Cotton and Company's audit, Review of IT Wireless Network and Controls – Ms. Griffis said they were hoping to meet with Mr. Scott Pearce from IIT on Friday, but it did not happen. She said they have been experiencing some difficulty in locating and scheduling a meeting with him, so Ms. Griffis said she would contact Mr. Pearce to see if we can get things started.

Ms. Griffis said the upcoming task orders and risk assessment – the Sheriff's Overtime Management is on hold due to some of the other issues that take priority. She said she plans to get through some of the data and get back with the IIAA at the next meeting.

Ms. Griffis said she has been updating the risk assessment continually and will send it out to the IIAA through email.

Follow-Ups

Ms. Griffis said we are still trying to locate a policy from a 2009 DPW and DUSWM audit report. She said Ms. Diane George, Director of Procurement and Contracting, is aware of this and is continuing to try to locate. Ms. Griffis said this will remain open until we can get a copy of that policy.

Ms. Griffis said Derek Root, Director, FCPS Technology Services, has followed up with her on a 2010 audit report, FCPS Audit of PeopleSoft HRMS and Network Security. She said once he finalizes the document, she will receive a copy and close out this follow up report. Ms. Griffis said she believes she should have this by the end of the month.

Ms. Griffis said she has received all of the documentation on the P-Card follow up and has issued a letter stating that this follow up has been closed.

Status of Hotlines

None

NOTE: FCPS will be utilizing an outside third party (Lighthouse) to monitor their hotline.

Other Business

Acting Chair and Vice Chair – nominations and voting.

**Commissioner Blaine Young made a motion to nominate Mr. Steven Darr for the position of Chair, seconded by Mr. Shaun Jones. All those present were in favor and the motion passed unanimously.**

**Mr. Bob Kimble made a motion to nominate Mr. Shaun Jones for the position of Vice Chair, seconded by Commissioner Blaine Young. All those present were in favor and the motion passed unanimously.**

Ms. Griffis said the Audit Manual is in the process of being updated and hopes to have it completed to present to the IIAA at the next meeting.

Ms. Griffis said she is still waiting to meet with the County Attorney, Mr. John Mathias, on updating the County Code for the Charter Transition.

Ms. Griffis said the annual review of audit reports for the County, FCPS, and FCC have been issued. She said everything looked very well and there were not any known deficiencies or internal controls and all three entities were low risk auditees.

**Mr. Shaun Jones made a motion to end the open session of the meeting, seconded by Mr. Bob Kimble. All those present were in favor and the motion passed unanimously.**

The open meeting adjourned at 9:10am.

Respectfully Submitted,

Dawn Reed  
Administrative Coordinator