

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
May 21, 2014**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., May 21, 2014, in the 2nd Floor Winchester Conference Room, Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Steven Darr (Chair), Shaun Jones (Vice Chair), Bob Kimble, Commissioner Blaine Young, Doris White, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: None

FCPS Staff: None

FCG Staff: None

Contractors: Joe and Matt

External Auditors/Guests: None

Mr. Steven Darr called the IIAA open meeting of May 21, 2014 to order at 8:05am.

Approval of Open Minutes

Ms. Doris White made a motion to approve the open meeting minutes of April 16, 2014, as written and submitted, seconded by Mr. Shaun Jones. All those present were in favor and the motion passed unanimously.

Status of Assignments

Ms. Tricia Griffis said the first thing she wanted to bring up is the SC&H final draft audit report on the Fire and Rescue Replacement/Maintenance Apparatus. She said the final draft report includes all of the recommendations and responses which have been reviewed by F&R, Fleet, SC&H, and her. Ms. Griffis said the report needs IIAA final approval for issuance and posting today or a vote could be taken through email once all members had a chance to review the report. The IIAA agreed to review and take vote through email. At this time, Joe and Matt came to the table to discuss a quick overview of the report.

Discussions also took place between the IIAA and SC&H regarding going forward with a month-to-month contract and detailing some of the expectations for future audits.

Ms. Griffis said we have received all IIAA approval votes to go forward with the FCG Sheriff's Evidence and Property Room Audit and issue the draft report to the Sheriff's Department.

Ms. Griffis said the Cotton & Company Review of Wireless/Network Security IT Controls was included in the packet for review; the report didn't include their responses however. She said an exit conference has been scheduled for June 3, 2014, to go over the full recommendations and responses.

Ms. Griffis said a planning meeting was held last week at FCC for the Timesheet Controls Audit with Cotton & Company. She said Cotton & Company will be going out there next week to get started. Ms. Griffis said this audit is split into phases, planning and testing.

Ms. Griffis said the task order for F&R Financial Transactions has been signed and issued. She said a planning meeting will be scheduled in the first week or two of June to kick-off the start of this audit. Ms. Griffis said this audit is not split into two phases (more like an "agreed upon procedures" report).

Special Projects

Ms. Griffis said she has been at F&R a lot of the time due to the two major projects that are going on right now (F&R Inventory Analysis and Station Visits). She said a report will be put together in "memo format" as the end result and is expecting to have that draft completed for the July meeting.

Ms. Griffis said she has also been asked/tasked to assist with their overtime and their Telestaff system and how it is designed and used fairly. She said she is just in the beginning stages of this project. She said the recommendations from this project will also be in memo format.

Follow-Ups

Ms. Griffis said she has received FCC's responses on the report of FCC's External-Facing IT Security Controls and will begin reviewing their responses.

Status of Hotlines

None

Other Business

Ms. Griffis said she has received a written email response from ALGA regarding our office not needing a peer review done at this time. She said she will forward this email to the IIAA members.

Commissioner Blaine Young made a motion to end and adjourn 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 8:50am.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dawn Reed". The signature is written in a cursive style with a large, stylized "R".

Dawn Reed
Administrative Coordinator