

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
SEPTEMBER 21, 2016**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., September 21, 2016, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Vice Chair Shaun Jones, Bob Kimble, Eric Wu, Council President Bud Otis, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Amanda Baugher

FCG Staff: None

Contractors: None

External Auditors/Guests: None

Mr. Shaun Jones, Vice Chair, called the IIAA open meeting of September 21, 2016, to order at 8:09am.

Approval of Open Meeting Minutes – July 20, 2016

Mr. Bud Otis made a motion to approve the open meeting minutes of July 20, 2016, as written and submitted, seconded by Mr. Bob Kimble. All those present were in favor (Steve Darr, Eric Wu, and Colleen Cusimano absent for vote). The motion passes.

Mr. Bud Otis made a motion to approve the closed meeting minutes of July 20, 2016, as written and submitted, seconded by Mr. Bob Kimble. All those present were in favor (Steve Darr, Eric Wu, and Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

CLA:

FCC Receivables Audit - Ms. Griffis said the report has been finalized and she will follow up in about 6-8 months.

Capital Improvement Project – Ms. Griffis said this report is in draft planning phase. She said she has reviewed and it is with the different departments (DPW, Procurement & Contracting, Finance, and DUSWM) for review. Ms. Griffis said she has received some feedback from these departments, however a follow up discussion meeting has been scheduled with DPW (they have the most input). She said the drafting of the report should continue on to the testing phase. Ms. Griffis said the draft task order for the testing phase should be ready for a vote at the next meeting.

Risk Management Audit – Ms. Griffis said she has a draft task order and a meeting schedule with Risk Management and Finance next week to go over their concerns. She said this will assigned to CLA.

SC&H:

ECC Staffing – Ms. Griffis said this audit is in the final stage as a draft review meeting was held on 8/19/16 and now are awaiting the management responses to go into the report.

FCPS P-Card – Ms. Griffis said this report is also in the draft process and also waiting on management responses for finalization. She noted the report does not contain many recommendations as there were no alarming concern, only recommendations on bettering their processes.

Ms. Griffis said that we are now going to start the process for the Personally Identifiable Information Audits at the County, FCPS, and FCC. She said these task orders are being drafted and will be assigned to SC&H.

DFRS Overtime and Staffing Analysis – Ms. Griffis said this report was put on hold due to DFRS receiving a grant for 41 positions. After further discussions with DFRS, she is now drafting the report.

Misc. Follow Ups:

DFRS - Ms. Griffis said she has requested DFRS responses by December 31, 2016 on the open items from the Apparatus Repair and Maintenance Audit.

IIT Internet Security Audit - Ms. Griffis said IIT continues to work on the recommendations and meets with IIT monthly to go over their risk assessment and updates on the open items.

FCPS Purchasing – Ms. Griffis said there is still one open recommendation from that audit and has talked with Leslie Pellegrino. She said FCPS’ PeopleSoft upgrade is still in progress and will follow up once that has been complete.

Ms. Griffis said she sent out several follow up letters and is waiting to hear back from each. The follow up letters sent were:

- FCG Salaried Management Turnover
- FCG Towing
- LOSAP
- FCPS Payroll and Timesheet Controls
- FCG P-Card

Task Orders – Ms. Griffis said she has included draft task orders for the PII Audits at FCG, FCPS, and FCC for the IIAA to review. She said she is still waiting on SC&H’s response and cost estimate and will send out for an email vote once it is received.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

IIAA Resolution – Ms. Griffis said the Resolution is still in the County Executive’s Office. She said she was informed that a meeting was scheduled to discuss other options for the Resolution. Mr. Bud Otis said the bill was still in limbo, a work in progress, and that a Council Member has brought some ideas to the table and other options are being discussed and explored before the County Executive will forward the Resolution to the County Council for their approval.

Risk Assessment – Ms. Griffis said she has met with all the Directors of the County Divisions and is scheduled to meet with FCPS and FCC. She plans to have the risk assessment updated and ready for discussion at the October meeting and then a vote at the November meeting.

Contract Extensions – Ms. Griffis said that our two contracts will expire December 31, 2016, however we do have the option to extend both contracts for 2 one-year periods. She recommended to exercise this option and asked the IIAA for their vote.

Mr. Bob Kimble made a motion to approve a one-year extension for SC&H Group, Inc. for contract auditing services per the original contract terms, seconded by Ms. Colleen Cusimano. All those present were in favor (Steve Darr absent for vote), with Mr. Bud Otis abstaining. The motion passes.

Ms. Colleen Cusimano made a motion to approve a one-year extension for CliftonLarsonAllen, LLP for contracting auditing services per the original contract terms, seconded by Mr. Bob Kimble. All those present were in favor (Steve Darr absent for vote). The motion passes.

At 8:53am: Mr. Shaun Jones made a motion to end and adjourn the September 21, 2016 IIAA Meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator