

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
NOVEMBER 16, 2016**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., November 16, 2016, in the 2<sup>nd</sup> Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Bob Kimble, Council President Bud Otis, David Bufter, 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. Steve Darr, Chair, called the IIAA open meeting of November 16, 2016, to order at 8:00am.

Approval of Open Meeting Minutes – October 19, 2016

**Mr. David Bufter made a motion to approve the open meeting minutes of September 21, 2016, as amended, seconded by Mr. Shaun Jones. Those present voted in favor (Eric Wu and Colleen Cusimano absent for vote). The motion passes.**

Status of Assignments

CLA:

Capital Improvements Project – Ms. Griffis said the planning phase report is now final and the testing phase task order can now be reviewed and approved as we have just received CLA's response and estimate.

**Mr. Shaun Jones made a motion to accept and approve the Capital Improvements Project Testing Phase Task Order with a budget of \$46,446 and issue to CliftonLarsonAllen, LLP, seconded by Mr. Bud Otis. Those present were in favor (Eric Wu absent for vote). The motion passes.**

Water & Sewer Billing System/Processes – Ms. Griffis said this will be the next task order she will be drafting and hopes to have it ready for review at the December meeting.

SC&H:

ECC Staffing – Ms. Griffis said she is still waiting on management responses. She said she has been following up with Mr. Jack Markey on a weekly basis. Ms. Griffis said she is again trying to push them to have that report by the December meeting.

PII Planning Phase Audits (FCG, FCC, FCPS) - Ms. Griffis said the planning phase for the County is well underway and almost all of the surveys back from the Divisions and Department. She said they are also kicking off the FCC planning phase and once that survey process is started and interviews begin, they will move onto FCPS with the surveys.

IA Special Projects:

DFRS Overtime and Staffing Analysis – Ms. Griffis said she just emailed this draft report yesterday to the IIAA members so they could have it for review now and then vote on the report at the December meeting

Misc. Follow Ups:

DFRS - Ms. Griffis said she continues to have monthly discussion with DFRS and has requested 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 she continues to meet with IIT monthly to go over their risk assessment and updates on the open items.

FCPS Purchasing – Ms. Griffis said one open recommendation remains from that audit and once FCPS' PeopleSoft upgrade is still in place. She said we could go ahead and close out this report due to FCPS management requiring that each invoice be signed as it is received.

FCG Salaried Management Terminations – Ms. Griffis said management is still working on their responses and has a meeting with HR and IIT scheduled for tomorrow.

FCG Towing – Ms. Griffis said she will schedule a meeting with Procurement and Contracting for review.

FCG P-Card – Ms. Griffis said she will schedule a meeting with Procurement and Contracting for review.

LOSAP – Ms. Griffis said she has received information and responses from Mr. Chip Jewell, which she is in the process of reviewing. She said there is still some follow up that needs to be done before we can close this out.

Fraud Hotline

FCG: None

FCPS: None

FCC: None. Ms. Griffis said FCC has made a determination not to utilize a hotline. Mr. David Bufter said he wanted to clarify that FCC will be not be utilizing a hotline, but will be utilizing the Maryland State Ethics Commission as their guidance for issues and this decision was made along with the FCC Board of Trustees.

Other Business

Risk Assessment – Ms. Griffis said she received comments from Mr. David Bufter and has implemented them into the copies she is handing out now. After review and discussion, it was agreed that the updates would be made and a vote on the risk assessments would be taken at the December meeting.

Contract Extension – Ms. Reed said a Procurement Action Request was submitted to Procurement and Contracting requesting the extension along with a staff report which will be forwarded through to the County Executive. She said the current contracts both end December 31, 2016.

Budget – Ms. Griffis said the FY18 budget process has begun and said our base budget that was submitted has not changed from FY17.

**At 9:19am: Mr. Steve Darr made a motion to end and adjourn the November 16, 2016 IIAA Meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator