

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
FEBRUARY 17, 2016**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., February 17, 2016, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Steve Darr (Chair), Shaun Jones (Vice Chair), Bob Kimble (arrival at 8:09am), Council President Bud Otis, Timothy Wesolek (left at 9:28am), and Colleen Cusimano (arrival at 8:10am; left at 9:26am)

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: None

FCG Staff: None

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of February 17, 2016, to order at 8:00am.

Approval of Open & Closed Meeting Minutes – January 20, 2016

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

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

Status of Assignments

Ms. Griffis said she's had some email correspondence with Mr. John Mathis, County Attorney, regarding the closed meeting minutes. She said the closed session minutes can occur during an open session, however, if there is a need for discussion on the closed meeting minutes; it can be help during a closed session.

LOSAP: Ms. Griffis said there were some corrections made and the report has been updated and is ready for a final vote.

Ms. Colleen Cusimano made a motion to accept and approve for public release, the Frederick County Government Volunteer Fire Department Length of Service Award Program (LOSAP) Agreed Upon Procedure Report and to post to the Internal Audit Website, seconded by Mr. Bob Kimble. All those present were in favor (Eric Wu absent for vote). The motion passes.

FCC Receivables: Ms. Griffis said she has received a response from CLA on the task order for this project and now will require a vote to issue and proceed with the work.

Mr. Timothy Wesolek made a motion to approve the Frederick Community College Student and Miscellaneous Accounts Receivables Task order and issue to CLA for completion, seconded by Ms. Colleen Cusimano. All those present were in favor (Eric Wu absent for vote). The motion passes.

FCG P-Card Audit: Ms. Griffis said the audit was completed and posted to the Internal Audit Website.

FCG Payroll and Timesheet Controls AUP: Ms. Griffis said she has received a draft report and forwarded the changes to SC&H to update and is now awaiting management responses.

FCPS Payroll and Timesheet Controls AUP: Ms. Griffis said the report was completed and posted to the Internal Audit Website.

ECC: Ms. Griffis said this was supposed to be started this past Monday, however, has been rescheduled to next Tuesday.

Ms. Griffis said working through the audit plan, upcoming is the County Capital Improvement Project task order. She said this will be to look at capital improvements, including change orders on projects.

Misc. Follow-ups:

F&R Repair and Maintenance: will go out next month (3rd follow up).

IIT Internet Security: in process (2nd follow up).

FCPS Purchasing: on hold until implementation of their new programs.

F&R Overtime and TeleStaff: on hold until March 2016.

F&R Financial Transactions: being reviewed by management (should receive by end of month).

FCC Payroll and Overtime: expects response today.

Fraud Hotline

FCG: None.

FCPS: None.

FCC: None.

Other Business

Risk Assessment: Ms. Griffis said she will scheduling meetings and updating the risk assessment over the next two months.

IIAA Resolution: Ms. Griffis said a meeting has been scheduled for March 11, 2016 and we are also waiting on information from Council Woman M.C. Keegan-Ayre.

At 9:53am: Mr. Steve Darr made a motion to end and adjourn the February 17, 2016 IIAA Meeting.

Respectfully Submitted,



Dawn Reed

Administrative Coordinator