

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
APRIL 20, 2016**

The Interagency Internal Audit Authority (IAA) met at 8:00 a.m., April 20, 2016, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Bob Kimble, Timothy Wesolek, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: None

FCG Staff: Janice Spiegel

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IAA open meeting of April 20, 2016, to order at 8:05am.

Approval of Open Meeting Minutes – March 16, 2016

Mr. Shaun Jones made a motion to approve the open meeting minutes of March 16, 2016, as written and submitted, seconded by Mr. Timothy Wesolek. All those present were in favor (Eric Wu, Bud Otis, and Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

Misc. Follow-Ups:

- F&R Apparatus Maintenance and Repair as well as the Financial Transactions and Overtime Analysis follows up are being completed. Ms. Griffis said a meeting is scheduled for April 28, 2016 to review and resolve open recommendations.
- IIT: Ms. Griffis said she has been working with Mr. Tom Dixon to get work up to date.
- FCPS Purchasing: Ms. Griffis said she is still waiting on upgrade which is to occur June 2016.
- FCC Payroll & Overtime: Ms. Griffis said she met and is working through the process and will close out soon.
- Hotel Rental Tax: Ms. Griffis said the MOU has been complete and forwarded to the County Executive for approval.

Ms. Griffis said DFRS has requested a special project for salaried employees and overtime (similar to the one done at the Detention Center). She said she will start to look at things and gather more information for this project such as justifications for positions vs. OT pay.

Ms. Griffis said the Risk Assessment meetings will be complete by June and expects to have it ready for a vote to approve at the August meeting.

Task Orders

Ms. Griffis said the task order for CIP is complete and ready to vote for approval and submit to CLA to begin the work.

Mr. Bob Kimble made a motion to approve the task order for a FCG Capital Improvement Project and to issue to CLA, seconded by Mr. Shaun Jones. All those present were in favor (Eric Wu and Bud Otis absent for vote). The motion passes.

Fraud Hotline

FCG: None
FCPS: None
FCC: None

Other Business

Board Membership:

Mr. Bob Kimble made a motion to approve Mr. Shaun Jones as a public member of the IIAA and to forward his name to the County Executive for approval to submit to the County Council for confirmation, seconded by Mr. Timothy Wesolek. All those were in favor (Eric Wu and Bud Otis absent for vote). The motion passes.

Chair/Vice Chair Appointees:

Mr. Shaun Jones made a motion to accept the nomination of Mr. Steve Darr for the position of Chair of the IIAA for a period of one full year, seconded by Mr. Bob Kimble. All those present were in favor, with Mr. Steve Darr abstaining (Bob Kimble and Tim Wesolek were absent for vote). The motion passes.

Mr. Bob Kimble made a motion to accept the nomination of Mr. Shaun Jones for the position of Vice Chair of the IIAA for a period of one full year, seconded by Mr. Timothy Wesolek. All those present were in favor, with Mr. Shaun Jones abstaining (Bob Kimble and Tim Wesolek were absent for vote). The motion passes.

At 9:33am: Mr. Steve Darr made a motion to end and adjourn the April 20, 2016 IIAA Meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator