

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
January 18, 2017**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., January 18, 2017, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr (via conference call), Vice Chair Shaun Jones, Bob Kimble, Eric Wu, Council President Bud Otis, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Bill Grutzkuhn

FCPS Staff: Amanda Laughler and Melissa Rollins

FCG Staff: None

Contractors: None

External Auditors/Guests: None

Mr. Steve Darr, Chair, called the IIAA open meeting of January 18, 2017, to order at 8:00am.

Approval of Open Meeting Minutes – December 21, 2016

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

Status of Assignments

CLA:

Capital Improvements Project – Ms. Griffis said the planning phase is complete and the report was finalized. She said the testing phase is underway and meetings were scheduled with DUSWM and DPW and they have started putting together sample populations.

Hotel Rental Tax – Ms. Griffis said she spoke with CLA on completing this audit once again and she will begin to put together a draft task order for the IIAA approval. She indicated the timing of this audit to be around April.

SC&H:

ECC Staffing – Ms. Griffis said this audit is complete and the report is included in the packet for IIAA approval.

Mr. Shaun Jones made a motion to approve and issue Audit FCG-16-09, Frederick County Government Emergency Communications Center Program Assessment and publish to the website, seconded by Mr. Bud Otis. All those present were in favor. The motion passes.

PII Planning Phase Audits (FCG, FCC, FCPS) - Ms. Griffis said the County PII Audit Planning Phase is complete and she has a copy which she just reviewed yesterday. She said it is not ready for IIAA approval at this time, but will be ready for a vote at next month's meeting. Ms. Griffis said the FCC PII Audit Planning Phase is just about complete and said that all surveys and interviews have been completed. She said SC&H will now be drafting the same report for FCC. Ms. Griffis said the FCPS PII Planning Phase will kick off on Friday

Water & Sewer Billing System/Processes – Ms. Griffis said the task order has been drafted and is included in the packet along with SC&H's response. She said the task order is ready for IIAA review and approval.

Mr. David Bufter made a motion to approve Task Order FCG-17-05, Frederick County Government Water and Sewer Billings and to issue to SC&H, seconded by Ms. Colleen Cusimano. All those present were in favor. The motion passes.

Misc. Follow Ups:

DFRS - Ms. Griffis said she presented the DFRS Overtime and Staffing Analysis to the Fire Advisory Board last Monday. She said the report has been finalized and posted. Ms. Griffis said the DFRS Apparatus and Maintenance Audit has been closed. Ms. Griffis said the Inventory Audit is still open due to new software upgrade that she wants to make sure it is adequate.

IIT Internet Security Audit - Ms. Griffis said she is continuing to work with IIT on a bi-weekly basis until the open item gets resolved and receive updates.

FCPS Purchasing – Ms. Griffis said this audit has been closed.

FCG Salaried Management Terminations – Ms. Griffis said this audit is just about complete. She said a meeting is scheduled for February 8th.

FCG Towing – Ms. Griffis said she just met with Brian Easterday last week and will be closing out this special project.

FCG P-Card – Ms. Griffis said she has a final follow up scheduled for February 16th and then she will be closing out this audit.

Fraud Hotline

FCG: None

FCPS: None

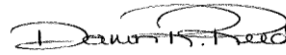
FCC: None

Other Business

Risk Assessment – Mr. Shaun Jones made a suggestion to review and approve the risk assessments individually, by each entity over the next three months. It was agreed that FCC will be first and reviewed in February.

At 8:30am: Mr. Steve Darr made a motion to end and adjourn the January 18, 2017 IIAA Meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator