

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
DECEMBER 20, 2017**

The Interagency Internal Audit Authority (IAA) met at 8:00 a.m., December 20, 2017, 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, Nicole Prorock, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Lori Depies

Contractors:

SC&H: Matt Simon and Ed Mikhail

CLA: None

Mr. Steven Darr, Chair, called the IAA open meeting of December 20, 2017, to order at 8:02am.

Approval of Open Meeting Minutes – November 15, 2017

Mr. Shaun Jones made a motion to approve the open meeting minutes of November 15, 2017, seconded by Mr. David Bufter. Those present all voted in favor (Eric Wu and Bud Otis absent for vote). The motion passes.

Approval of Closed Meeting Minutes – November 15, 2017

Ms. Colleen Cusimano made a motion to approve the closed meeting minutes of November 15, 2017, seconded by Mr. Shaun Jones. Those present all voted in favor (Eric Wu and Bud Otis absent for vote). The motion passes.

Status of Assignments

CLA:

School Activity Funds – Ms. Griffis said a task order is included in the packet for the IAA approval.

Mr. Dave Bufter made a motion to approve Task Order #18-03, Frederick County Public Schools, School Activity Funds Audit and issue to CLA, seconded by Mr. Shaun Jones. Those present all voted in favor (Eric Wu and Bud Otis absent for vote). The motion passes.

SC&H:

FCG/FCC/FCPS PII – Ms. Griffis said the FCG PII audit is complete and included in the packet for an IAA vote.

Mr. Dave Bufter made a motion to accept, approve, and issue the Frederick County Government Personally Identifiable Information Audit Report #17-06, seconded by Ms. Colleen Cusimano. Those present all voted in favor (Eric Wu and Bud Otis absent for vote). The motion passes.

Ms. Griffis said the FCPS PII Audit is almost complete. She said we are waiting on management responses and expects to have a draft for vote at the January meeting.

Water and Sewer Billings – Ms. Griffis said the water and sewer billing audit is complete and included in the packet for an IAA vote.

Mr. Dave Bufter made a motion to accept, approve, and issue the Frederick County Government Water and Sewer Billings Audit Report #17-10, seconded by Ms. Nicole Prorock. Those present all voted in favor (Eric Wu and Bud Otis absent for vote). The motion passes.

Fleet Services – Ms. Griffis said a kickoff meeting was held last Friday and its work has begun and is moving right along.

Task Orders

See above under CLA.

Misc. Follow Ups:

IIT Internet Security; F&R Inventory; FCG Terminations; FCG LOSAP; FCG Payroll and Timesheet Controls:

Ms. Griffis said she has scheduled some “status” meetings to get an update on the open follow ups above. She said most of them won’t be closed out until Infor has been fully implemented in the spring of 2018.

FY19 Budget

Ms. Griffis said the budget appeals process has started and is something that the IIAA can consider for the FY19 budget process. She said the budget appeals are due by January 19, 2018. The IIAA discussed some options for the request of a budget increase to complete more of the high risk audits that are on the audit work plan. It was agreed that a further discussion and vote would need to take place at the January 18th meeting as the appeals are due the next day.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

Risk Assessments: Ms. Griffis said she will have the risk assessment complete and ready for approval at the January meeting.

IIAA Resolution: No update other than a request by the County Council to provide them with the background information on the resolution (both the old and the updated versions).

Hotel Rental Tax Memorandum – Mr. Steve Darr to provide.

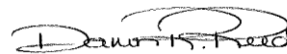
Towing Special Project – Ms. Griffis said she is still working with the Tow Oversight Committee to run the figures for them each month on the tow call volumes. She said they still do not have the system corrected as of yet. Ms. Griffis said they have determined what they believe is the main cause. She said she is considering doing another special project on this area as it seems that there may be more problems than originally determined within the ECC/tow list system.

Permitting Update – Ms. Griffis said she is about halfway through this follow up. She said she is focusing on permits for residential areas and will update the IIAA once she gets through all the different permit types. Ms. Griffis expects this to be completed for the January meeting.

Annual Report – Ms. Griffis said the annual report for FY16 and FY17 is almost complete and will be ready for an IIAA vote at the January meeting.

At 8:51am Mr. Darr made a motion to end the December 20, 2017 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator