

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
MARCH 21, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., March 21, 2018, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve DARR, Eric Wu, Nicole Prorock, Bud Otis, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Patricia Hoyt

FCPS Staff: Melissa Rollyson

FCG Staff: Jan Gardner, Margaret Nussbaum, Diana Modelski, Erin White and Melanie Thom

Contractors:

SC&H: Matt Simon, Ed Mikhail

CLA: Sean Walker

Mr. Steven Darr, Chair, called the IIAA open meeting of March 21, 2018, to order at 8:07am.

Approval of Open and Closed Meeting Minutes – February 21, 2018

Mr. David Bufter made a motion to approve the open meeting minutes of February 21, 2018, seconded by Mr. Bud Otis. Those present all voted in favor (Shaun Jones absent for vote). The motion passes.

Ms. Colleen Cusimano made a motion to approve the closed meeting minutes of February 21, 2018, with edits, seconded by Mr. Bud Otis. Those present all voted in favor (Shaun Jones absent for vote). The motion passes.

Status of Assignments

SC&H:

Fleet Services – Ms. Griffis said SC&H has moved onto the testing phase and provided Fleet Services with the items needed for that and work is scheduled to begin tomorrow.

CLA:

School Activity Funds – Ms. Griffis said all schools have now been visited and there were a few lingering open items that CLA is finishing and the report writing has begun and CLA is expecting a draft report for next month's meeting.

Task Orders

Ms. Griffis said there are three draft task orders included in the packet for IIAA review and will also be included in the packet next month along with contractor response for a final vote.

Misc. Follow Ups:

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

Ms. Griffis said there are no changes in the status of the follow ups. She reminded the IIAA the follow ups are still waiting on the various stages of the Infor system implementation at the County which is scheduled for summer (June/July). Ms. Griffis mentioned the Water and Sewer Billings follow up may be closed earlier.

Risk Assessments

FCC – Ms. Griffis said the FCC Risk Assessment is ready for a vote from the IIAA. Mr. David Bufter said that the Board of Trustees has reviewed and discussed the risk assessment and is comfortable with moving forward.

Mr. David Buffer made a motion to accept and approve the Frederick Community College Risk Assessment and Work Plan, seconded by Ms. Colleen Cusimano. Those present all voted in favor (Shaun Jones absent for vote). The motion passes.

FCPS – Ms. Griffis said the FCPS Risk Assessment is ready for a vote from the IIAA. Ms. Colleen Cusimano said her Board is also fine with moving forward and has no changes.

Ms. Colleen Cusimano made a motion to accept and approve the Frederick County Public Schools Risk Assessment and Work Plan, seconded by Mr. Eric Wu. Those present all voted in favor (Shaun Jones absent for vote). The motion passes.

Fraud Hotline

FCG: Ms. Griffis said this matter will be discussed in closed session today.

FCPS: Ms. Griffis said this matter will be discussed in closed session today.

FCC: None

Other Business

Ms. Griffis County Executive Jan Gardner is here today and would like to present ideas and discussions regarding the IIAA Resolution to Bill.

County Executive Jan Gardner and the IIAA discussed some changes to the resolution and other options that may be available for the IIAA and our County to consider. County Executive Gardner’s proposal of changes will be included with the filing of these minutes. Discussions were also held regarding the staffing mix within the Internal Audit Division. Ms. Griffis said she has completed a study that includes various models of the office structure (i.e., with and without contractors, hybrid mix, etc.).

Ms. Griffis said the Annual Financial Review is included in the packet for the IIAA to review. She said no action is required on this.

Mr. Darr said the IIAA is required to nominate and elect, on an annual basis, the Chair and Vice Chair for the IIAA.

Ms. Colleen Cusimano made a motion to nominate and elect Mr. Steve Darr as the chair of the IIAA for a period of one year, seconded by Mr. David Buffer. Those present voted in favor with Mr. Steve Darr abstaining (Shaun Jones absent for vote). The motion passes.

Mr. Eric Wu made a motion to nominate and elect Mr. Shaun Jones as the vice chair of the IIAA for a period of one year, seconded by Mr. Bud Otis. Those present voted in favor (Shaun Jones absent for vote). The motion passes.

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

Permitting and Inspection - Ms. Griffis said she has sent emails asking for responses to the questions the IIAA had a last month’s meeting and will follow up with that department.

At 9:12am a motion was made by Mr. Steve Darr and seconded by Mr. Bud Otis to go into a closed session under Maryland General Provisions Art. §3-305 (b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, of officials over whom this public body has jurisdiction; any other personnel matter that affects one or more individuals; (2) to protect the privacy or reputation of individuals concerning a matter not related to public business and was seconded by Ms. Colleen Cusimano. Those present all voted in favor (Shaun Jones absent for vote). The motion passes.

Topic: FCC and FCPS Fraud Hotline Issues

At 9:28 a.m., Mr. Steve Darr made a motion to end the closed session meeting and return to an open meeting for adjournment.

At 9:28 a.m. Mr. Darr made a motion to adjourn the March 21, 2018 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator