

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
APRIL 18, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., April 18, 2018, in the 2<sup>nd</sup> Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Bud Otis, David Bufter, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Melanie Thom

Contractors:

SC&H: Ed Mikhail

CLA: Sean Walker

Mr. Steven Darr, Chair, called the IIAA open meeting of April 18, 2018, to order at 8:02am.

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

**Mr. David Bufter made a motion to approve the open meeting minutes of March 21, 2018, seconded by Mr. Shaun Jones. Those present all voted in favor (Eric Wu and Nicole Prorock absent for vote). The motion passes.**

**Mr. Shaun Jones made a motion to approve the closed meeting minutes of March 21, 2018, with edits, seconded by Mr. David Bufter. Those present all voted in favor (Eric Wu and Nicole Prorock absent for vote). The motion passes.**

Status of Assignments

CLA:

School Activity Funds – Ms. Griffis said the FCPS School Activity Funds Report is being drafted and once she receives the draft, she will review and send it to FCPS for management responses. She expects to have the draft in next month's packets for the IIAA review.

SC&H:

Fleet Services – Ms. Griffis said SC&H is actually meeting with Pat Hannah of Fleet Services today to go over to the Law Enforcement Center. She said she is expecting a draft for her review and will have an update at next month's meeting. Mr. Mikhail said there are definitely some observations made and will be included in the draft report once validated.

Task Orders

Ms. Griffis said two are with CLA and they are Ambulance Billing and the FCC Cash Receipts and Transactions and the planning phases have started. Ms. Griffis said the same is with Towing Contract Services which is with SC&H.

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 all follow up statuses have remained unchanged and she will be looking into them at the end of May or June as the various stages of Infor are implemented.

Fraud Hotline

FCG: None

FCPS: None

FCC: None

Other Business

Ms. Griffis said the IIAA Resolution was passed (6-1) as a Bill at last night's County Council meeting and will be codified in sixty days in the Frederick County Charter.

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

Ms. Griffis said she was contacted by a Council member that requested a look into the Tax Differential between the County and City Taxes. She said she will be meeting with them later to get a better understanding of their concerns.

Ms. Griffis said she has completed the Fire and Rescue Analysis update and was discussed by the IIAA.

Ms. Griffis said the Permitting Analysis was updated as well and she did provide the Permits & Inspections Office with this update along with a few questions she is waiting to hear back on.

Ms. Griffis said she is meeting with Rick Harcum, Budget Director today to discuss the Internal Audit Division's increase.

Ms. Griffis said Risk Assessment meetings are also being scheduled at this time.

**At 8:26 a.m. Mr. Darr made a motion to adjourn the April 18, 2018 IIAA meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator