

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
MAY 16, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., May 16, 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, Nicole Prorock, 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 May 16, 2018, to order at 8:06am.

Approval of Open and Closed Meeting Minutes – April 18, 2018

Mr. David Bufter made a motion to approve the open meeting minutes of April 18, 2018, seconded by Ms. Colleen Cusimano. Those present all voted in favor (Shaun Jones, Eric Wu, and Bud Otis absent for vote). The motion passes.

Status of Assignments

CLA:

FCPS School Activity Funds – Ms. Griffis said the FCPS School Activity Funds Report has been drafted and she has reviewed the report and sent corrections to CLA which she has received back. She said the draft report was sent to FCPS on May 7, 2018, and they are currently working through their management responses. Ms. Griffis said she along with SC&H is planning on meeting with FCPS at the end of May and hopes to have a final report for the IIAA approval at next month's meeting.

FCG Ambulance Billing – Ms. Griffis said this audit has just been kicked off and will be scheduling the meetings over the next few weeks.

FCC Cash Transactions – Ms. Griffis said this audit has also begun. She said meeting were held on May 8, 2018, and fieldwork and meeting have already been scheduled.

SC&H:

FCG Fleet Services – Ms. Griffis said at this time we are working on clearing some audit findings and differences in reporting. She said this Thursday she will be meeting with Pat Hannah to discuss.

FCG Towing – Ms. Griffis said the Towing meeting occurred on April 30, 2018, and she will be meeting with the entire team to go over everything and begin this audit.

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 ups are still on hold due to the implementation of Infor.

Fraud Hotline

FCG: None

FCPS: None. Ms. Griffis said that FCPS will begin reporting to us on a quarterly basis rather than a monthly basis.

FCC: None

Other Business

Tax Differential - Ms. Griffis said she has met with the Budget Office and the Council's Chief of Staff to discuss and get an understanding of what exactly is going on with the tax differential calculations between the County and the City.

ICE – Ms. Griffis said this topic has come up in County Council meetings as well as in the Frederick New Post. She said she was asked by the Council's office to take a look at the ICE program with the Frederick County Sheriff's Department. Ms. Griffis said after obtaining the information she shared with the IIAA, she would like to get guidance from the IIAA on how to proceed. After much discussion, the IIAA agreed that Ms. Griffis should continue to look at the ICE program and report on the findings. The IIAA agreed that Ms. Griffis will finalize a report by June 6, 2018, which will be reviewed by the IIAA and voted on through email. It was also discussed and agreed that Ms. Griffis should attend the ICE Steering Committee meeting which will be held on June 13, 2018, to summarize the findings of this special project report.

IIAA Membership

Nomination of Mr. Eric Wu. Ms. Griffis said Mr. Eric Wu has submitted his letter of interest to continue as a public member on the IIAA. The IIAA accepted Mr. Wu's application and has agreed that he is an asset to the IIAA and will forward his name to the County Council for confirmation. It was also noted that Mr. Eric Wu was the only applicant.

Mr. Dave Buffer made a motion to accept and nominate Mr. Eric Wu as a public member of the IIAA and forward to the County Council for confirmation, seconded by Ms. Colleen Cusimano (Shaun Jones was absent but voted yes through email; Eric Wu and Bud Otis absent for vote). The motion passes.

At 8:54 a.m. Mr. Darr made a motion to adjourn the May 16, 2018 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator