

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
AUGUST 1, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:03 a.m., August 1, 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, Vice Chair Shaun Jones, Eric Wu, Nicole Prorock, Bud Otis, Tom Lynch, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Amanda Baugher and Melissa Rollison

FCG Staff: Lori Depies

Contractors:

SC&H: Ed Mikhail

CLA: Cheri King

Mr. Steven Darr, Chair, called the IIAA open meeting of August 1, 2018, to order at 8:03am.

Approval of Open and Closed Meeting Minutes – August 1, 2018

Mr. Bud Otis made a motion to approve the open meeting minutes of August 1, 2018, seconded by Ms. Colleen Cusimano. Those present all voted in favor, with Mr. Tom Lynch abstaining. The motion passes.

Status of Assignments

CLA:

FCPS School Activity Funds – Ms. Griffis said the FCPS School Activity Funds Audit Report is final and we did an email vote, however, all votes were not received and therefor Ms. Griffis asked for a revote on the FCPS School Activity Funds Audit.

Mr. Shaun Jones made a motion to accept and approve the Frederick County Public Schools, School Activity Funds Audit as a confidential report not to be released to the public, seconded by Ms. Colleen Cusimano. All those present voted in favor, with Mr. Tom Lynch abstaining. The motion passes.

FCG Ambulance Billing – Ms. Griffis said this audit is currently in the test work phase and has met with both career and volunteer stations at this point. She said we are not just working with ambulance billing department but the compliance division as well.

FCC Cash Transactions – Ms. Griffis said this audit is just beginning the test work phase and will be meeting to set up the rest of the testing plan.

SC&H:

FCG Fleet Services – Ms. Griffis said at this time we are coming to a close with the Fleet Services Audit. She said the audit draft has been reviewed and has met with Fleet Services. Ms. Griffis said she is waiting on management responses from the Finance Division which she has given them a month to respond. She expects SC&H to have a final draft for the IIAA at the next meeting.

FCG Towing – Ms. Griffis said the Towing Service Contract Audit which is at the end of the planning phase. She said the testing should begin very soon, once she reviews the plan and the budget.

Misc. Follow Ups

IIT Internet Security (should be able to close out next month); F&R Inventory; FCG Terminations; FCG LOSAP; FCG Payroll and Timesheet Controls; FCG Water and Sewer Billings:

Ms. Griffis said the implementation of Infor has been postponed until September or later.

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 is completing her draft report on this special project and will have it available soon via email or at the September meeting.

Permitting – Ms. Griffis said she has completed and put together a memo for them letting them know we looked at the process and didn't have any blatant findings.

ICE – Mr. Steve Darr gave a background on this issue. He has written a response letter to the claims made and asked for the IIAA to review with input and will then forward the letter to the County Council by the end of the week. Mr. Darr wanted to stress the independence of this special project reporting and make clear some of the issues for the public.

FCG Organizational Chart – Ms. Griffis said our “dotted line” continues to be lined to the County Administrative Officer (CAO), which she feels could be seen by the public as not being so independent. The IIAA discussed that the County Council should possibly put out their own organizational chart showing the Internal Audit Division “dotted line” going to the County Council box and not the CAO.

IIAA Membership

Ms. Griffis wanted everyone to know that Mr. Eric Wu's IIAA appointment was officially confirmed by the County Council on June 19, 2018. She said Mr. Tom Lynch is our new FCC representative and we would like to welcome him to the IIAA.

At 9:12 a.m. Mr. Darr made a motion to adjourn the August 1, 2018 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator