

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
SEPTEMBER 19, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:01 a.m., September 19, 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, Tom Lynch, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff:

FCPS Staff: Melissa Rollison

FCG Staff: Erin White

Contractors:

SC&H: Ed Mikhail

CLA: Sean Walker

Mr. Steven Darr, Chair, called the IIAA open meeting of September 19, 2018, to order at 8:01am.

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

Mr. Tom Lynch made a motion to approve the open meeting minutes of August 1, 2018, seconded by Ms. Nicole Prorock. All present voted in favor (Bud Otis, Eric Wu, Colleen Cusimano absent for vote). The motion passes.

Status of Assignments

SC&H:

FCG Towing – Ms. Griffis said the fieldwork is in process and we working on gathering data for test work and the 911 call sampling.

FCG Fleet Services – Ms. Griffis said at this time we are waiting on management responses which have been drafted and are with the CAO's office for review. She said they should be ready for the October meeting for review and vote.

CLA:

FCC Cash Transactions – Ms. Griffis said Cheri King, CLA, will be out at FCC tomorrow to finish up some testwork. She mentioned there aren't any noted items found at this point.

FCG Ambulance Billing – Ms. Griffis said this audit is a bit more challenging and definitely more recommendations coming out from this audit. She said a meeting is scheduled for next week to discuss finalizing the latest issues and findings noted.

Ms. Griffis said she expects the FCC Cash Transactions Audit and the FCG Ambulance Billing Audit to be drafted for review for the November meeting.

Risk Assessments

Ms. Griffis said looking over the risk assessment plans, she said the Procurement and Contracting Audit was put on hold due to the Infor Software and she is still looking to put this audit on hold. Ms. Erin White said they are getting a consultant to come in and look at the whole supply chain to ensure that set ups and configurations are streamlined and efficient. Ms. Griffis said the externally based PII audits were completed and not the internal based PII audit is still on hold because the HR and Payroll pieces of Infor are not live yet. Ms. Erin White mentioned this implementation might not take place until 2019. Ms. Griffis said the new ERP system Infor review still needs more time as well. Ms. Griffis said she recommends an FCG Cash Transactions Audit should be next in line and does not rely heavily on the Infor System. Ms. Griffis said she plans to have a task order drafted for the October meeting for the collection of cash and revenues audit.

Hotel Rental Tax Memorandum

Mr. Steve Darr drafting memorandum to request this audit be completed every four years as opposed to every two years.

Misc. Follow Ups

Ms. Griffis said she has completed some in-depth follow up work over the past month and has met with IIT and they only have two recommendations outstanding, just waiting on the SSCM implementation. Ms. Griffis said the F&R Inventory and FCG LOSAP follow ups have just a couple of things still open. Ms. Griffis said the Payroll and Timesheets follow up is still waiting on Infor to go live as well as the FCG Terminations. Ms. Griffis said the ECC Staffing, Hotel Rental Tax, and Capital Improvements Projects follow ups have been sent out and information was requested by the end of October. Ms. Griffis said the next follow ups will be the PII Audits.

Fraud Hotline

FCG: Personnel Matter (will discuss in closed session)

FCPS: None

FCC: None

Other Business

Tax Differential - Ms. Griffis said this report has been sent to the Council.

ICE – Ms. Griffis said she hasn't heard any response to her memo on this program.

Risk Assessments – Ms. Griffis said the risk assessments are in process and the County meetings are almost complete and she will begin on FCC and FCPS departments next. She expects to have the risk assessments completed and a vote for the December or January meeting.

Contract Renewals – Ms. Griffis said we are looking to extend our contract with SC&H and CLA for the 3rd and final year of this contracts and this will required the IIAA to vote today. She said we have to have them completed and notification to the contractors by October 31st. Ms. Griffis mentioned that next year, we will have to go through the RFP process and should begin in June 2019. Mr. Steve Darr said he would like to start this process in April 2019 as opposed to June 2019; the IIAA agreed.

Mr. Shaun Jones made a motion to approve the final one-year renewal of RFP #15-005 for financial, performance, and operational audit and attest services for SC&H, seconded by Ms. Colleen Cusimano. All present voted in favor (Bud Otis absent). The motion passes.

Mr. Shaun Jones made a motion to approve the final one-year renewal of RFP #15-005 for financial, performance, and operational audit and attest services for CLA, seconded by Ms. Colleen Cusimano. All present voted in favor (Bud Otis absent). The motion passes.

At 8:50am, Mr. Darr made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §3-305 (b) (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more individuals." (Topic: discuss issues concerning reporting). This motion was seconded by Mr. Tom Lynch. All those present were in favor (Bud Otis absent). The motion passes.

At 9:17 a.m. Mr. Darr made a motion to end the closed session and adjourn the September 19, 2018 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator