

**INTERAGENCY INTERNAL AUDIT AUTHORITY  
OPEN SESSION MINUTES  
NOVEMBER 14, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:02 a.m., November 14, 2018, in the 1<sup>st</sup> Floor County Council Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Nicole Prorock, Eric Wu, Tom Lynch, and Colleen Cusimano

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Erin White

Contractors:

SC&H: Matt Simons and Ed Mikhail

CLA: Sean Walker

Mr. Steven Darr, Chair, called the IIAA open meeting of November 14, 2018, to order at 8:01am.

Approval of Open and Closed Meeting Minutes – October 17, 2018

**Mr. Shaun Jones made a motion to approve the open meeting minutes of October 17, 2018, seconded by Ms. Nicole Prorock. All present voted in favor (Bud Otis and Colleen Cusimano absent for vote). The motion passes.**

Status of Assignments

CLA:

FCG Ambulance Billing – Ms. Griffis said she still does not have a draft due to the audit manager going out on extended sick leave. She said Mr. Sean Walker is going to complete the report and hopes to have a draft by the December meeting.

FCC Cash Transactions – Ms. Griffis said this report was sent out yesterday and is ready for a vote if everyone had time to review. She said FCC management has approved the report as there were no finding or recommendations.

**Ms. Colleen Cusimano made a motion to accept and approve the FCC Cash Transactions and Receipts Audit pending edits that were suggested and to release as a public document, seconded by Mr. Eric Wu. All present were in favor (Bud Otis absent for vote). The motion passes.**

SC&H:

FCG Fleet Services – Ms. Griffis said she along with the contractors were out there last week and met with the Director of DPW which oversees Fleet and also the Fleet Services Director. She said they went over the comments and questions with them on the report and they were able to get things moving along. Ms. Griffis said they agreed with all of the comments and now the report with their management responses will be edited and she hopes to have a final draft for the December meeting.

FCG Towing – Ms. Griffis said samples were pulled and provided to the contractors, who will be going out today to listen to the calls and verifying the data. She said she hopes to have the report drafting to begin in December and a final draft report ready for the January meeting.

Task Orders

Ms. Griffis said she has drafted a task order for FCG Incident Response, Disaster Recovery & Business Continuity, submitted it to SC&H and is waiting for their response. She said she expects it to be ready for a vote at the December meeting.

Ms. Griffis said she has drafted a task order for FCC Procurement and Contracting, submitted it to CLA and is waiting for their response. She said she expects it to be ready for a vote at the December meeting.

Ms. Griffis said the next task order coming up for the County will be CCRC and Montevue. She said she hopes to have a draft task order ready for review at the December meeting.

Misc. Follow Ups

Ms. Griffis said we have gone live with Infor Timekeeping System and will give them about a month before she starts the follow up process. Ms. Griffis said ECC Staffing & Overtime is still open and will try to get them to respond to their follow up. Ms. Griffis said the Hotel Rental Tax items will be cleared in January 2019 and will follow up in February 2019 with them. Ms. Griffis said the Capital Projects follow up has been tested & reviewed and they do have some updates on hold for policy and procedures (dated for June 2019). Ms. Griffis said follow up letters for PII at all three entities will be sent out early in December.

Fraud Hotline

FCG: Personnel Matter (will discuss in closed session)

FCPS: None.

FCC: None

Other Business

Hotel Tax Memorandum – Ms. Griffis said she will follow up with Mr. Ragen Cherney once the new County Council is in place to make sure that this item is a future agenda.

Risk Assessments - Ms. Griffis said she has completed the County’s risk assessment and should have that updated and a final draft for vote at the December meeting. She said she is still updating the risk assessments for FCC and FCPS and expects to have them updated.

DFRS Sick Leave Policy – Ms. Griffis said she has done some data gathering and has met with Chief Owens and Chief Leatherman to discuss concerns about returning to the old sick leave policy due to the abuse of that policy.

Budget – Ms. Griffis said she has submitted the FY20 Budget. She said she did not put in an appeal to the budget this year.

Mr. Steve Darr recognized and thanked Ms. Colleen Cusimano for her service on the IIAA over the last couple of years as this will be her last IIAA meeting as the FCPS liaison.

**At 9:19am, Mr. Steve 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 personnel issues). This motion was seconded by Mr. Tom Lynch. All those present were in favor (Bud Otis absent). The motion passes.**

**At 9:58 a.m. Mr. Darr made a motion to end the closed session and adjourn the November 14, 2018 IIAA meeting.**

Respectfully Submitted,



Dawn Reed  
Administrative Coordinator