



**FREDERICK COUNTY GOVERNMENT**  
**INTERAGENCY INTERNAL AUDIT AUTHORITY**

*Tricia Griffis, Director of Internal Audit*

**Memorandum**

**To:** Ragen Cherney, Chief of Staff/Legislative Director

**Thru:** Tricia A. Reaver, CPA, Director, Internal Audit Division

**From:** Nicole Prorock, Vice Chair, IIAA

**Date:** June 15, 2022

**Subject:** Interagency Internal Audit Authority (IIAA) - Appointment

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The IIAA received only one applicant during our open advertisement period. Mr. Jon P. Alexander has re-applied and stated his desire to continue to serve as a public member on the Interagency Internal Audit Authority (IIAA). This appointment is being made following the independent nominating process which was codified by the County Council in April 2018 and effective June 16, 2018. The IIAA, at its June 15, 2022 meeting, voted to nominate the appointment of Mr. Alexander to be confirmed by the Frederick County Council to serve on the IIAA. Mr. Alexander is currently fulfilling an unexpired term which expires on June 30, 2022. With this nomination, Mr. Alexander will be fulfilling his 1<sup>st</sup> full term which is set to expire June 30, 2026. Therefore, Mr. Alexander's membership, should he be confirmed, will be July 1, 2022 through June 30, 2026.

As you will notice from his resume, the IIAA will greatly benefit from the input and contributions that Mr. Alexander will continue bring to the table. His desire to continue to serve and his commitment to the betterment of Frederick County is duly eminent.

If you have any questions or require additional information, please do not hesitate to contact me at (240) 549-2340 or Mrs. Reaver at (301) 600-1609.

Thank you for your consideration and confirmation of this applicant.

**Cc:** IIAA Members

Tricia A. Reaver, CPA, Director, Internal Audit Division

Dawn Reed, Coordinator, Internal Audit Division

Sydnee Klimko, Legislative Analyst, Frederick County Council

March 21, 2022

Dawn Reed  
12 East Church Street  
Frederick, MD 21701

Dear Ms. Reed,

I am writing you as the end of my current appointment to the Interagency Internal Audit Authority (IAA) of Frederick County occurs in June of 2022. I would like to officially communicate my interest in continuing to occupy one of the at large appointments to the IAA.

Thank you,

**Jon Alexander** Digitally signed by Jon Alexander  
Date: 2022.03.21 18:26:35 -04'00'

Jon P. Alexander, CPA

**VOTING RECORD**  
**INTERAGENCY INTERNAL AUDIT AUTHORITY**  
**DATE/TIME:** June 15, 2022; Called to Order at 8:02am

The following information is an unofficial record of the Frederick County Interagency Internal Audit Authority open meeting votes. Official minutes of the IIAA meetings are electronically kept on file on the Internal Audit Division's R Drive; the meetings are voice recorded by Teams Software.

MOTION #1: To accept and approve the June 15, 2022, IIAA Meeting Agenda as presented.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Alexander, Chair			X			
Prorock, Vice		X	X			
Jones	X		X			
Open Public Seat						
McKay						X
Miller			X			
Johnson			X			

MOTION #2: To accept and approve the open meeting minutes of 5/18/2022 as submitted.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Alexander, Chair			X			
Prorock, Vice			X			
Jones		X	X			
Open Public Seat						
McKay						X
Miller			X			
Johnson	X		X			

MOTION #3: To accept, approve, and issue as a public document, Audit Report #21-09, Frederick County Government Hotel Rental Tax.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Alexander, Chair			X			
Prorock, Vice		X	X			
Jones	X		X			
Open Public Seat						
McKay						X
Miller			X			
Johnson			X			

## 2b.

MOTION #4: To accept, approve, and issue to SC&H, Task Order #22-06, Frederick County Public Schools Capital Improvement Project Construction.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Alexander, Chair			X			
Prorock, Vice	X		X			
Jones			X			
Open Public Seat						
McKay						X
Miller			X			
Johnson		X	X			

MOTION #5: To accept the letter of interest and resume from Mr. Jon Alexander and to forward his nomination for the open member public seat for his first full term (term set to begin 7/1/22 and term to end on 6/30/26) to the County Council for confirmation.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Alexander, Chair					X	
Prorock, Vice	X		X			
Jones			X			
Open Public Seat						
McKay						X
Miller			X			
Johnson		X	X			

MOTION #6: To end and adjourn the June 15, 2022, meeting at 8:36am.

BOARD MEMBERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Alexander, Chair	X		X			
Prorock, Vice			X			
Jones			X			
Open Public Seat						
McKay						X
Miller			X			
Johnson			X			