

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES

Special Board Meeting – March 26, 2019

1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held at the Capital City Center, Room 104, Springfield, Illinois, with video conferencing available at the JRTC, Room 9-036, Chicago, Illinois. The meeting was called to order at 1:00 P.M. by Chair Julie Zemaitis in Springfield.

ROLL CALL

Members Present/Location:

Leighann Manning, Office of the Treasurer – Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield
H. Jay Wagner (Vice Chair), Office of the Attorney General – Chicago – Video Conference
Amy De Weese, Department of Human Services – Springfield
Julie Zemaitis (Chair), University of Illinois – Springfield
Brent Nolen, Illinois State Police – Springfield
Jamie Nardulli, Department of Healthcare and Family Services - Springfield
James Misch, Proxy for Natalie Covello, Department of Commerce and Economic Opportunity – Chicago – Video Conference

Members Absent:

Natalie Covello, (notified Chair) Department of Commerce and Economic Opportunity
Stell Mallios, (notified Chair) Office of the Secretary of State
Jack Rakers, (notified Chair) Department of Central Management Services
Rex Crossland, (notified Chair) Department of Employment Security

PUBLIC PARTICIPATION

Tom Alger, Chief Internal Auditor, Department of Public Health, Springfield
Shaun Farmer, Acting Chief Internal Auditor, Illinois Tollway, Chicago – Video Conference

BOARD MEETING

Discussion of Draft Letter from SIAAB to Department of Central Management Services Regarding Illinois Department of Central Management Services Class Specifications – Internal Auditor Series Proposed Draft Revisions

Ms. Zemaitis reported that she received a phone call from Sarah Kerly and Teresa Smith with the Department of Central Management Services (CMS). There were two main purposes of the call. First, to ensure that the Board was aware that the internal auditor classification proposal was in the very beginning stage of development. The second purpose was to ensure that the Board understood that CMS welcomed feedback regarding the proposal. Subsequent to the phone call, Ms. Zemaitis shared with Sara Kerly and Teresa Smith the draft response letter the Board had prepared for today's Special Meeting. Ms. Zemaitis received an e-mailed response thanking the Board for the feedback and stating that the proposal of the internal auditor classification series is in the infant stage and that CMS is interested in and welcomes feedback from stakeholders. Ms. Zemaitis stated she would upload the response letter to SharePoint.

Ms. Zemaitis stated that Mr. Crossland notified her that he reviewed the draft letter and did not have any changes.

Ms. Zemaitis asked the Board if there were any additional comments they would like to address. Following discussion by the Board, Ms. Zemaitis stated that the letter would be addressed to Chris Nickols with both Sarah Kerly and Teresa Smith copied. Ms. De Weese made a motion to approve the letter to be sent. Mr. Shadid seconded the motion. The motion passed.

Following discussion by the Board related to the proposed Class Specifications, Ms. Zemaitis stated that she will contact Mr. Rakers to request whether the draft FCIAA proposal has been provided to the Legislative Reference Bureau, a copy of the draft FCIAA proposal for the Board to review, and for his contact at the Governor's Office. In the event that Mr. Rakers does not provide the draft FCIAA proposal, Ms. Zemaitis entertained a motion to send a letter of request to the Governor's Office. Ms. De Weese made the motion, seconded by Mr. Misch. The motion passed.

Ms. Manning proposed that Board members consider ways of being more transparent with any action taken on behalf of the Board or in their own role within the Internal Auditing function for the State.

ADJOURNMENT

A motion to adjourn was made by Ms. Manning, seconded by Mr. Nolen. Motion carried unanimously. Meeting adjourned at 1:54 P.M.