

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – April 9, 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 Vice Chair H. Jay Wagner in Springfield.

ROLL CALL

Members Present/Location:

Julie Zemaitis (Chair), University of Illinois – Teleconference
H. Jay Wagner (Vice Chair), Office of the Attorney General – Springfield
Leighann Manning, Office of the Treasurer – Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield
Rex Crossland, Department of Employment Security – Chicago – Video Conference
Amy De Weese, Department of Human Services – Springfield
Brent Nolen, Illinois State Police – Springfield
Natalie Covello, Department of Commerce and Economic Opportunity – Chicago – Video Conference
Stell Mallios, Office of the Secretary of State – Chicago – Video Conference

Members Absent:

Jack Rakers, Department of Central Management Services (Notified Chair)
Jamie Nardulli, Department of Health and Family Services (Notified Chair)

MINUTES

A motion to approve the minutes for the March 12, 2019 SIAAB meeting was made by Ms. Manning. The motion was seconded by Mr. Shadid. Ms. Covello and Ms. Mallios abstained. The motion passed.

A motion to approve the minutes for the March 21, 2019 special meeting was made by Mr. Nolen and seconded by Ms. Manning. Ms. Covello and Ms. Mallios abstained. The motion passed.

A motion to approve the minutes for the March 26, 2019 special meeting was made by Mr. Shadid. The motion was seconded by Ms. Zemaitis. Ms. Covello, Ms. Mallios and Mr. Crossland abstained. The motion passed.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there were three completions for the SIAAB on-line training course since the last Board meeting and no pending registrations.

Quality Assurance Coordinator

Mr. Wagner reported that notifications to agencies had been made as detailed on the spreadsheet provided to Board members.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Manning stated that the letter approved at the March 26, 2019, Board meeting addressing SIAAB's concerns and proposal to create a working group for the Internal Auditor classification series proposal was sent to the Department of Central Management Services (CMS) and forwarded by Ms. Zemaitis to all Chief Internal Auditors. Ms. Zemaitis stated that she has not received a response.

Conference Coordinator

Mr. Wagner stated that he was in the process of reaching out to speakers.

Mr. Wagner acknowledged sadness in the loss of colleague and friend Ameen Dada, Performance Audit Director for the Office of the Auditor General.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated that there was nothing to report.

Draft Changes to FCIAA

Mr. Wagner reported that Ms. Zemaitis asked Mr. Rakers if the draft changes to FCIAA had been sent to the Legislative Reference Bureau (LRB). Ms. Zemaitis had contacted Mr. Rakers as per the March 21 and 26, 2019, Board Minutes. Mr. Wagner read an email sent by Mr. Rakers on April 8, 2019, to Ms. Zemaitis, responding that the changes had been sent to the Legislative Reference Bureau (LRB); however, the language sent is not currently being considered and has not been vetted and approved by the CMS Director or the Governor's Office. The email further responded that the proposed (or draft) revisions have not been sent to the Governor's Office of the current administration. Ms. Zemaitis noted that the meeting minutes for March 12, 2019, reflect that Mr. Rakers requested that she relay to the Board that the draft FCIAA revisions remain at the Office of the Governor. Ms. Zemaitis reported that her e-mail to Mr. Rakers also requested that he provide the draft changes to the Board and that if he could not provide them then to please provide his contact at the Governor's Office. Ms. Zemaitis stated that as Mr. Rakers did not respond initially she prepared, at the direction of the Board from the March 26, 2019, meeting, a letter to the Governor's Office requesting a copy of the draft changes to FCIAA and sent the letter to Ann Spillane at the Office of the Governor on Friday, April 5, 2019, by e-mail as well as a hard copy. After discussion, there was consensus of the Board to not take any further action at this time.

Spring Chief Internal Auditor Round Table

Mr. Wagner proposed that the Board hold off on scheduling the Spring Chief Internal Auditor Round Table session in light of SIAAB creating a working group for the Internal Auditor series classification proposal. Mr. Crossland agreed with Mr. Wagner's proposal. Ms. Zemaitis suggested that the Chief Internal Auditor Round Table could be an extension of the working group or could possibly review the results of the working group. Mr. Wagner suggested that Mr. Crossland look into forming the work group with CMS. Mr. Crossland stated that he would reach out to Mr. Rakers and CMS to discuss the size of the group and any other factors to consider when forming. Mr. Wagner along with several others pointed out that no more than one other board member could participate if Mr. Rakers was part of the group with Mr. Crossland.

Ms. Manning suggested that SIAAB send a survey to the Chief Internal Auditors to gauge interest in participants for the working group.

Internal Auditor Position Series

Mr. Wagner expressed his disappointment that Mr. Rakers has missed four consecutive Board meetings including two special Board meetings arranged specifically to discuss the auditor classifications Mr. Rakers proposed.

Ms. Zemaitis proposed whether the Board would like to consider Section 1.2.2 of the SIAAB Bylaws which states that if a Board member fails without just cause to attend three or more consecutive meetings then the Board may consider notifying the agency represented by that Board member. Following Board discussion, there was consensus for Ms. Zemaitis to reach out to Mr. Rakers and express the Board's concern with his absence and remind him of Section 1.2.2 of the SIAAB Bylaws.

NEW BUSINESS

There was no new business to report.

ANNOUNCEMENTS

The next regular meeting is scheduled for May 14, 2019, at 1:00 p.m. The meeting will be at the Capital City Center's Video Conference Room #104, 130 West Mason, Springfield, Illinois. For those attending via video conference in Chicago, Room 9-036 of the James R. Thompson Center (JRTC), 100 W. Randolph St., will be reserved.

ADJOURNMENT

A motion to adjourn was made by Mr. Nolen, seconded by Ms. Manning. Motion carried unanimously. Meeting adjourned at 1:40 P.M.