

**STATE OF ILLINOIS**  
**INTERNAL AUDIT ADVISORY BOARD**

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

**MINUTES**

**Board Meeting – June 11, 2019**

**1:00 p.m.**

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**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:**

Julie Zemaitis (Chair), University of Illinois – Springfield  
Leighann Manning, Office of the Treasurer – Springfield  
Gary Shadid, Illinois Office of the Comptroller – Springfield  
Rex Crossland, Department of Employment Security – Springfield  
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  
Denise Caldwell, Proxy for Jack Rakers, Department of Central Management Services – Springfield

**Members Absent:**

H. Jay Wagner (Vice Chair), Office of the Attorney General (Notified Chair)  
Stell Mallios, Office of the Secretary of State (Notified Chair)  
Jack Rakers, Department of Central Management Services (Notified Chair)  
Jamie Nardulli, Department of Health and Family Services

**MINUTES**

A motion to approve the minutes for the May 14, 2019 SIAAB meeting was made by Mr. Crossland. The motion was seconded by Mr. Nolen. The motion passed.

## **PUBLIC PARTICIPATION**

There was no public participation.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis reported that there were two completions for the SIAAB on-line training course since the last Board meeting and two pending registrations.

### **Quality Assurance Coordinator**

Ms. Zemaitis on the behalf of Mr. Wagner proposed that there be no action taken regarding the late Quality Assurance Reviews for Department of Commerce and Economic Opportunity (DCEO) and Chicago State University (CSU). DCEO and CSU are in the process of completing their QAR.

Ms. Zemaitis on behalf of Mr. Wagner requested a motion to approve the drafted notification of late QAR letters for the Department of Military Affairs (DMA), Department of Natural Resources (DNR) and Department of Veterans' Affairs (DVA). Mr. Shadid made a motion to approve the letters. The motion was seconded by Mr. Crossland. The motion passed.

Mr. Crossland on behalf of Mr. Wagner made a motion to accept the University of Illinois Quality Assurance Review and associated acceptance letter. Mr. Shadid seconded the motion. Ms. Zemaitis abstained. The motion passed.

### **FOIA Officer**

Ms. Manning stated there was nothing to report.

Ms. Zemaitis noted that Mr. Rakers completed the annual training provided by the Illinois Office of the Attorney General under the Freedom of Information Act and Open Meetings Act. The annual training is required by state statute and SIAAB bylaws for the FOIA Officer and Assistant FOIA Officer.

### **Guidance Coordinator**

Ms. Manning stated there is nothing to report.

## **Conference Coordinator**

Ms. Zemaitis on behalf of Mr. Wagner reported that Raven Catlin committed to presenting the morning session for the first day of the fall SIAAB Conference for a total of 3 Continuing Professional Education (CPE) credits. A proposal was provided to the Board for review. Ms. Manning made a motion to accept the proposal. The motion was seconded by Mr. Nolen. The motion passed.

Mr. Shadid stated that a request was made to the Comptroller for interest in presenting at the fall conference. Ms. Zemaitis also reported that Mr. Wagner is in the process of reaching out to various potential presenters.

## **OLD BUSINESS**

### **FCIAA Checklists**

Mr. Shadid reported that revisions of the FCIAA Checklists have been postponed until Fiscal Year 2020.

### **Draft Changes to FCIAA**

Ms. Caldwell stated that there is nothing to report. Ms. Zemaitis requested that Ms. Caldwell or Mr. Rakers notify the Board if any action is taken regarding the draft changes to FCIAA.

### **Spring Chief Internal Auditor Round Table**

Ms. Zemaitis reported that the planning of a Spring Chief Internal Auditor Round Table has been put on hold until the Internal Auditor Classification Series workgroup completes the revision to the series.

### **Internal Auditor Position Series**

Mr. Crossland reported that due to union negotiations and availability of Central Management Services (CMS) personnel, the working group has not met since the May 2019 Board meeting. Ms. Zemaitis noted that Ms. De Weese joined the work group.

## **NEW BUSINESS**

### **Board Member Attendance**

Ms. Zemaitis stated that the SIAAB By Laws Section 1.2.2 states that if a Board member misses three or more consecutive meetings without just cause, the Board may consider communicating the absences to the Board Members Agency Director. Mr. Rakers has not attended 6 consecutive Board meetings. A proxy was sent by Mr. Rakers for 2 of the 6 missed meetings. Ms. Zemaitis stated that from a compliance perspective, the Chief Internal Auditor for the Department of Central Management Services is an ex officio appointment. As such it is important for Mr. Rakers to attend Board meetings and participate in Board action. Ms. Zemaitis stated that she has previously communicated to Mr. Rakers the importance of attendance and the Board's By Laws. The Board considered two questions: 1) What is meant by the phrase "just cause" as detailed in the By Laws and; 2) Is sending a proxy on a member's behalf sufficient? Ms. Zemaitis stated that she will review Robert's Rules or Order to obtain clarification for these two questions. In addition, Ms. Zemaitis will send a second communication to Mr. Rakers regarding the importance of attendance.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for July 9, 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 Ms. De Weese, seconded by Ms. Manning. Motion carried unanimously. Meeting adjourned at 1:50 P.M.