

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – January 14, 2020

1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held at the William G. Stratton Building, 401 South Spring Street, Video Conference Room 500 1/2, Springfield, Illinois, with video conferencing available at the JRTC, Room 9-035, 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
H. Jay Wagner (Vice Chair), Office of the Attorney General – Springfield
Leighann Manning, Office of the Treasurer – Springfield
Jack Rakers, Department of Central Management Services – Springfield
Brent Nolen, Illinois State Police – Springfield
Rex Crossland, Department of Employment Security – Springfield
Natalie Covello, Chicago State University – Video Conference, Chicago
Gary Shadid, Illinois Office of the Comptroller – (Teleconference)
Amy De Weese, Department of Human Services - Springfield
Jamie Nardulli, Department of Healthcare and Family Services - Springfield

Members Absent:

Stell Mallios, Office of the Secretary of State – (Notified Chair)

MINUTES

A motion to approve the minutes for the December 10, 2019 SIAAB meeting was made by Ms. Manning. The motion was seconded by Mr. Nolen. Ms. De Weese and Ms. Nardulli abstained. The motion passed.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there have been two completions for the SIAAB on-line training course since the last Board meeting.

Ms. Zemaitis also reported that the Board's CPE sponsor license was received and has been uploaded to SharePoint.

Quality Assurance Coordinator

Mr. Wagner stated that nothing has been received since the last Board meeting.

FOIA Officer

Ms. Manning reported that there have been no FOIA requests.

Guidance Coordinator

Ms. Manning stated there was nothing to report.

Conference Coordinator

Mr. Wagner reported that the North American Chapter Relations Manager of the Institute of Internal Auditors expressed interest in participating in the 2020 SIAAB Fall Conference.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid reported that his office is currently working to review the checklists in SAMS and developing an agenda for the update. Once the agenda is developed he plans to consult with the Board and Chief Internal Auditors for input.

Internal Auditor Position Series

Mr. Crossland stated that there was no update to report.

Spring 2020 CIA Roundtable

Mr. Wagner reported that the Teachers Retirement System has a venue to accommodate the Spring 2020 CIA Roundtable. He is currently still looking for avenue in Chicago. Based on results of the survey, Mr. Wagner made a motion to approve April 28, 2020 for the CIA Roundtable. The motion was seconded by Ms. Nardulli. The motion passed.

NEW BUSINESS

2020 Elections

Ms. Manning nominated Mr. Wagner as Chair for election in February 2020. Mr. Crossland made a motion to close nominations for Chair. Mr. Nolen seconded the motion. Mr. Wagner abstained. The motion passed.

Mr. Wagner nominated Ms. De Weese as Vice Chair for election in February 2020. Mr. Crossland made a motion to close the nominations for Vice Chair. Ms. Nardulli seconded the motion. Ms. De Weese abstained. The motion passed.

Meeting Location

Mr. Wagner reported that the current meeting location for the monthly SIAAB Board meetings for both the Springfield and Chicago locations has been reserved through the end of 2020.

SAMS Manual Procedure 02.10.20

Ms. Zemaitis reported that SAMS Manual Procedure 02.10.20 regarding Continuing Education Essential to Effective Internal Control Systems states that SIAAB should consider developing annual continuing professional education sessions for agencies chief executive officers. Chief executive officers should attend the sessions along with their chief internal auditor and other management. Ms. Zemaitis asked that Board members consider the merits of developing the sessions or not developing the sessions. In addition, Ms. Zemaitis proposed that the topic be included on the agenda for the Spring Chief Internal Auditor Roundtable.

Analytic Robotic Process Automation

Mr. Crossland inquired with Board members as to their knowledge of DoIT forming the Analytical Center for Excellence. He proposed that the Board consider ways in which agencies could obtain the tools necessary to perform more analytical procedures allowing agencies to audit certain processes and systems on a continuous basis. Ms. Zemaitis suggested that this topic be included on the agenda for the Spring Chief Internal Auditor Roundtable session.

ANNOUNCEMENTS

The next regular meeting is scheduled for February 11, 2020, at 1:00 p.m. The meeting will be at the William G. Stratton Building, 401 South Spring Street, Video Conference Room 500 ½, Springfield, Illinois. For those attending via video conference in Chicago, Room 9-035 of the James R. Thompson Center (JRTC), 100 W. Randolph St., will be reserved.

ADJOURNMENT

A motion to adjourn was made by Mr. Wagner, seconded by Mr. Crossland. Motion carried unanimously. Meeting adjourned at 1:37 P.M.