

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

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

**MINUTES**

**Board Meeting – February 11, 2020**

**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 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 – (Teleconference)  
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 – Springfield  
Amy De Weese, Department of Human Services - Springfield  
Jamie Nardulli, Department of Healthcare and Family Services - Springfield  
Stell Mallios, Office of the Secretary of State – Video Conference, Chicago

**MINUTES**

A motion to approve the minutes for the January 14, 2020 SIAAB meeting was made by Mr. Crossland. The motion was seconded by Mr. Shadid. Ms. Mallios 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 and one pending registration since the last Board meeting.

### **Quality Assurance Coordinator**

Mr. Wagner stated that there have been two team requests submitted since the last Board meeting. Ms. De Weese made a motion to approve the team request submitted for the Capital Development Board. The motion was seconded by Mr. Crossland. The motion passed. Mr. Shadid made a motion to approve the team request submitted by the Illinois Department of Human Services. The motion was seconded by Mr. Nolen. Ms. De Weese abstained. The motion passed.

### **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 he prepared a request for the President and CEO of the Institute of Internal Auditors (IIA) to speak at the 2020 SIAAB Fall Conference. This would require a commitment to purchase 25 books at a total cost of \$500 which is below the average cost of a paid speaker. Mr. Wagner suggested that the books could be offered for sale at the conference and any remaining balance could be absorbed by the IIA Springfield Chapter as the host. Mr. Wagner stated he has already confirmed this is acceptable with IIA Springfield Chapter leadership. Mr. Wagner made a motion for approval to send the Executive Speaker Request to the IIA. The motion was seconded by Mr. Shadid. The motion passed.

## **OLD BUSINESS**

### **FCIAA Checklists**

Mr. Shadid reported that the Illinois Office of the Comptroller is continuing to review the checklists and ultimately intends to distribute the revisions to the Chief Internal Auditors for feedback once complete. In the interim, Mr. Shadid is directing requests for the FCIAA checklists to the Department of Central Management Services as he believes they are substantially correct and that few changes are anticipated.

## **Internal Auditor Position Series**

Mr. Crossland requested that the issue be tabled until the Department of Central Management Services has the resources to address. The workgroup will notify the Board if any action is taken.

## **Spring 2020 CIA Roundtable**

Mr. Wagner reported that the Spring 2020 CIA Roundtable will be held at the Teachers Retirement System in Springfield. He is currently still looking for a venue in Chicago. Additionally, Mr. Wagner reported that the Department of Innovation and Technology has requested that the Board coordinate a Spring IT roundtable. Mr. Wagner stated that he is working to coordinate the IT roundtable for the afternoon of April 28<sup>th</sup>, following the CIA roundtable. A request for topic ideas will be distributed in advance.

## **NEW BUSINESS**

### **2020 Elections**

Ms. Zemaitis requested elections of Chair and Vice Chair of the Board. Mr. Shadid made a motion to approve Mr. Wagner as the incoming SIAAB Chair effective immediately. Ms. Nardulli seconded the motion. Mr. Wagner abstained. The motion passed unanimously. Mr. Wagner made a motion to approve Ms. De Weese as the SIAAB Vice Chair effective immediately. Mr. Shadid seconded the motion, Ms. De Weese abstained. The motion passed unanimously.

### **Proposed Coordinator Roles**

Mr. Wagner stated that he has distributed to the Board a listing of proposed coordinator roles for their review. The coordinator roles will be presented to the Board for approval at the March meeting.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for March 10, 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 Ms. Zemaitis, seconded by Mr. Shadid. Motion carried unanimously. Meeting adjourned at 1:34 P.M.