

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – March 10, 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 H. Jay Wagner in Springfield.

ROLL CALL

Members Present/Location:

H. Jay Wagner (Chair), Office of the Attorney General – Springfield
Amy De Weese (Vice Chair), Department of Human Services - Springfield
Stell Mallios, Office of the Secretary of State – Video Conference, Chicago
Leighann Manning, Office of the Treasurer – Springfield
Jack Rakers, Department of Central Management Services – Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield
Julie Zemaitis, University of Illinois – (Teleconference)
Rex Crossland, Department of Employment Security – Springfield
Natalie Covello, Chicago State University – Video Conference, Chicago

Members Absent:

Brent Nolen, Illinois State Police – (Notified Chair)

MINUTES

A motion to approve the minutes for the February 11, 2020 SIAAB meeting was made by Mr. Shadid. The motion was seconded by Mr. Rakers. The motion passed.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there have been no completions nor registrations for the SIAAB on-line training course since the last Board meeting. One registration had expired.

Quality Assurance Coordinator

Ms. De Weese stated that there have been no team requests since the last Board meeting.

Mr. Shadid made a motion to accept the State Fire Marshal Quality Assurance Review and associated acceptance letter. The motion was seconded by Mr. Crossland. The motion passed. Mr. Wagner stated that per the revised Board bylaws, CPE would be issued to Ms. Hewitt for her external validation work.

Ms. DeWeese made a motion to approve outreach notifying of her new QAR Coordinator role to Chief Internal Auditors (or identified liaisons) for the Department of Military Affairs (DMA), Department of Natural Resources (DNR), Department of Veterans' Affairs (DVA), Illinois Emergency Management Agency (IEMA), Southern Illinois University (SIU), Department of Revenue (IDOR), Northern Illinois University (NIU), Illinois State University (ISU), Illinois Student Assistance Commission (ISAC), Illinois Teacher' Retirement System, Illinois Lottery, Illinois State Employees' Retirement System (SERS), Illinois State Universities Retirement System (SURS), and the Department of Public Health (DPH). The motion was seconded by Mr. Crossland. 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 Richard Chambers, President and CEO of the Institute of Internal Auditors (IIA) would not be available to speak at the 2020 SIAAB Fall Conference, but might be for the 2021 conference.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid reported that several Chief Internal Auditors have expressed interest in participating in the checklist revision process, and he would provide updates to the Board.

Spring 2020 CIA Roundtable

Mr. Wagner reported that the video conferencing system, and if necessary, identified backup locations would be tested for the Spring 2020 CIA Roundtable planned for April 28th. Mr. Wagner stated that the morning general roundtable session would be followed by an IT specific portion in the afternoon for those interested. Ms. Manning made a motion to approve notification to Chief Internal Auditors of the event and the opening of registration. Mr. Rakers seconded the motion. The motion passed.

NEW BUSINESS

Board Coordinators

Mr. Wagner appointed the following Board members to coordinator positions:

Quality Assurance Coordinator – Amy De Weese
Assistant Quality Assurance Coordinator – H. Jay Wagner
Guidance Coordinator – Leighann Manning
Recording Secretary – Natalie Covello
Conference Coordinator – H. Jay Wagner
FOIA Coordinator – Leighann Manning
Assistant FOIA Coordinator – Jack Rakers
CPE Coordinator/Webmaster – Julie Zemaitis

A motion to approve the coordinator appointments was made by Mr. Crossland and seconded by Mr. Shadid. The motion passed.

Board Statements of Independence and Confidentiality

A motion to approve the Statements of Independence and Confidentiality submitted by each Board member was made by Ms. De Weese and seconded by Mr. Crossland. The motion passed.

Correspondence with agencies

Mr. Wagner stated there was nothing to report in the current month.

FOIA Officers and OMA Training

Mr. Wagner stated that he would review the Board's bylaws and reassess the Open Meetings Act (OMA) training requirements for officers.

Prior Closed Meeting Minutes

Mr. Wagner noted there was no closed meeting during the past Board meeting.

Other business

General discussion was held related to internal audit's role in responding to the COVID 19 risk. Mr. Wagner stated consideration would be given to adding an agenda item for the next meeting.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 14, 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. Shadid, seconded by Mr. Crossland. Motion carried unanimously. Meeting adjourned at 1:31 P.M.