

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – May 11, 2021

1:02 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held via videoconference. The meeting was called to order at 1:02 P.M. by Chair Amy Macklin.

ROLL CALL

Members Present:

Amy Macklin (Chair), Department of Human Services
Natalie Covello (Vice Chair), Chicago State University
H. Jay Wagner , Office of the Attorney General
Leighann Manning, Office of the Treasurer
Stell Mallios, Office of the Secretary of State
Jack Rakers, Department of Central Management Services
Gary Shadid, Office of the Comptroller
Stephen Kirk, Department of Transportation
Julie Zemaitis, University of Illinois System
Kishor Desai, Student Assistance Commission
Nikki Lanier, Department of Revenue

Members Absent:

None

Location:

All members participated via video or teleconference.

TELECONFERENCING DUE TO COVID-19 SITUATION:

The meeting was held via videoconference under SIAAB Bylaw 1.5.7. A recording of the meeting will be kept for 18 months.

MINUTES

A motion to approve the minutes for the April 13, 2021 SIAAB meeting was made by Ms. Zemaitis. The motion was seconded by Mr. Kirk. The motion passed unanimously.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there were three completions and one pending registration for the SIAAB online training course since the last Board meeting. She also stated the CPE certificates had yet to be issued for the approved QAR's last month, and they will be issued soon.

Quality Assurance Coordinator

General Discussion

Ms. Covello stated she has been receiving a large influx of final QAR reports for Board approval. The approval process is quite extensive and requires ample time for review by the QAR coordinator as well as each Board member prior to a vote at the monthly meeting. Currently, there are no established guidelines to notify parties of a reasonable timeline to ensure timely review and approval by all Board members. Some QAR reports are submitted with only a few days until the next Board meeting. In some cases, there are also revisions necessary based on review by the QAR coordinator or the Board members. In order to facilitate the process, an established guideline would make the process easier to follow and ensure consistency. General discussion was had by the Board that an established timeline would be helpful. If QAR reports requesting approval are submitted by the end of each month, that will allow time for the detailed review and approval. Ms. Covello will draft a revision to the appropriate documents for approval at the June meeting.

QAR Reports

Ms. Covello reported the Southern Illinois University (SIU) submitted their completed QAR report, matrix, and supporting documentation. It was reviewed without concerns. Ms. Lanier made a motion to accept the SIU QAR. Mr. Rakers seconded the motion. The motion passed with Ms. Zemaitis abstaining.

Ms. Covello reported the Teacher's Retirement System (TRS) their completed QAR report, matrix, and supporting documentation. It was reviewed without concerns. Mr. Kirk made a motion to accept the TRS QAR. Mr. Desai seconded the motion. The motion passed unanimously.

Ms. Covello reported the Illinois State University (ISU) submitted their completed QAR report, matrix, and supporting documentation. The matrix was submitted without the review dates; however, the QAR report included the review period. Ms. Covello requested a motion to approve contingent on receiving the updated matrix with the associated review dates. Mr. Desai made a motion to accept the ISU QAR. Mr. Rakers seconded the motion. The motion passed with Ms. Zemaitis abstaining.

Ms. Covello reported the Northern Illinois University their completed QAR report, matrix, and supporting documentation. It was reviewed without concerns. Ms. Zemaitis made a motion to

accept the request. Ms. Lanier seconded the motion. The motion passed with Ms. Covello abstaining.

QAR Team Approval Requests

Ms. Covello reported the Eastern Illinois University submitted a QAR team request. The team request was reviewed without concerns. Ms. Macklin made a motion to accept the request. The motion was seconded by Mr. Shadid. The motion passed unanimously.

Ms. Covello reported the State Universities Retirement System submitted a QAR team request. The team request was reviewed without concerns. Ms. Lanier made a motion to accept the request. The motion was seconded by Mr. Kirk. The motion passed unanimously.

Ms. Covello reported the Department of Aging submitted a QAR team request. The team request was reviewed without concerns. Mr. Kirk made a motion to accept the request. The motion was seconded by Mr. Shadid. The motion passed unanimously.

FOIA Officer

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

Guidance Coordinator

Ms. Kirk stated there was nothing to report.

Conference Coordinator

Mr. Wagner stated the roundtables have been scheduled for May 24th. The moderators have been confirmed. The participants will join the Zoom meeting for opening statements and then each group (IT, Chief, Staff) will break out into separate sessions. Participants will choose the session they wish to join. The meeting will have official minutes taken but will not be recorded as no decisions will be made by the SIAAB board members during the meeting. SIAAB members will abstain from any polling questions.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated the timing had not been determined for publication of the new checklists.

NEW BUSINESS

General discussion was held regarding the Zoom platform currently hosted by the University of Illinois. Ms. Zemaitis stated they have many layers of additional security to ensure student safety that may cause difficulty for some Board members and public participant to join using the Zoom platform. When difficulties are encountered, the call-in option is still available and operates well. Mr. Kirk stated he would consider using WebEx through the Illinois Department of Transportation for SIAAB meetings. Ms. Covello also stated she would be willing to try the Zoom platform at

the Chicago State University. Before any transition is made, Ms. Zemaitis will review the security settings and conduct a test meeting with several board members who had issues joining this meeting.

Other Business

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for June 8, 2021, at 1:00 p.m. The method is to be determined based on the current situation.

ADJOURNMENT

A motion to adjourn was made by Mr. Kirk and seconded by Ms. Covello. The motion carried unanimously. Meeting adjourned at 1:58 P.M.