

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – June 8, 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
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:

Leighann Manning, Office of the Treasurer (notified Chair)

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 May 11, 2021 SIAAB meeting was made by Mr. Kirk. The motion was seconded by Ms. Zemaitis. The motion passed unanimously.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported there was one completion and two new registrations for the SIAAB online training course since the last Board meeting. She also stated that 11 individuals were issued CPE certificates for their participation in the QAR process. Ms. Zemaitis informed the Board the platform used for the delivery of the SIAAB online training course will be migrated to a new platform which will allow participants to immediately download their CPE certificate upon completion.

Quality Assurance Coordinator

QAR Team Approval Requests

Ms. Covello reported the Illinois State Police submitted a QAR team request. The team request was reviewed without concerns. Mr. Wagner made a motion to accept the request. The motion was seconded by Mr. Rakers. The motion passed unanimously.

FOIA Officer

Before the meeting, Ms. Manning reported to Ms. Macklin that there have been no FOIA requests.

Guidance Coordinator

Mr. Kirk stated there was nothing to report.

Conference Coordinator

Mr. Wagner stated there was nothing to report.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated the new checklists have been made available on the IOC website in PDF format. They are working on providing the checklists in a format that allows for editing. Mr. Rakers stated training has been developed to assist when completing the checklists and inquired if it would be useful for the Board to attend. He indicated the training may be offered in December 2021 or January 2022.

May Roundtables

Mr. Wagner stated the roundtables were successful although not ideal in a Zoom setting. He requested a motion for approval of the minutes of the Chief Internal Auditor roundtables which reflect decisions were not made by SIAAB members during the meeting. Mr. Shadid made a

motion to approve the minutes, and Mr. Desai seconded the motion. The motion passed with Mr. Rakers abstaining.

QAR Process Documents

Ms. Covello presented the revisions to the QAR process document and team request document. The QAR process document and team request document were revised to state that QAR team requests should be submitted by the first Tuesday of the month prior to the next Board meeting to allow ample time for SIAAB members to review the documents. Ms. Lanier made a motion to approve the revisions to the QAR process document and team request form. Ms. Covello seconded the motion which passed unanimously.

Ms. Covello presented the revisions to the QAR review coordinators checklist which was revised to include “Not applicable” as an option for certain procedures. Ms. Macklin made a motion to approve the revisions to the QAR coordinators checklist. Mr. Kirk seconded the motion which passed unanimously.

NEW BUSINESS

Ms. Covello stated Ms. Manning had noted the QAR report template contained an error on pages 24 and 25. She proposed a revision to the QAR report template to add “IIA Code of Ethics” on the header pages 24 and 25 and remove “FCIAA”. Ms. Macklin motioned to accept the proposed revision. Mr. Kirk seconded the motion which passed unanimously.

Other Business

None.

ANNOUNCEMENTS

Ms. Zemaitis stated Filip Przybysz would be assuming the webmaster contact role upon the retirement of Eduardo Mascorro.

The next regular meeting is scheduled for July 13, 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 Mr. Shadid. The motion carried unanimously. The meeting adjourned at 1:33 p.m.