

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD
Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES

Board Meeting – August 10, 2021
1:04 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held in person. The meeting was called to order at 1:04 P.M. by Chair Amy Macklin.

ROLL CALL

Members present in person:

Amy Macklin (Chair), Department of Human Services
Leighann Manning, Office of the Treasurer
Jack Rakers, Department of Central Management Services
Gary Shadid, Office of the Comptroller
H. Jay Wagner , Office of the Attorney General
Nikki Lanier, Department of Revenue

Members participating via teleconference:

Stephen Kirk, Department of Transportation
Stell Mallios, Office of the Secretary of State
Julie Zemaitis, University of Illinois System

Members absent:

Natalie Covello (Vice Chair), Chicago State University (notified Chair)
Kishor Desai, Student Assistance Commission (notified Chair)

MINUTES

A motion to approve the minutes for the July 13, 2021 SIAAB meeting was made by Jack Rakers. The motion was seconded by Gary Shadid. The motion passed unanimously, with Nikki Lanier abstaining.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Julie Zemaitis reported the migration is completed from the Compass online training platform to the new platform, Ability LMS. It has been tested by Julie Zemaitis and her staff. After a few minor clerical edits, it is ready to roll out. General discussion was held that the content had not changed and a vote was not required. As a result, the content will be rolled out in the new system. Julie Zemaitis stated CPE had been issued to one participant involved in an External Quality Assurance Review.

Quality Assurance Coordinator

Chair Amy Macklin provided the QAR update during Vice Chair Natalie Covello's absence. Chair Amy Macklin presented the QAR report and associated correspondence for the Illinois Department of Aging. H. Jay Wagner motioned to approve, second by Leighann Manning. Motion passed unanimously.

Chair Amy Macklin stated the Chief Internal Auditor, Amy Jenkins, of the Illinois Department of Corrections, submitted a letter indicating their QAR would be late with an anticipated completion of June 2022.

Chair Amy Macklin presented the listing of other agencies with late QARs for consideration of actions to be taken. General discussion included a recap of the previous request sent to the Attorney General's office as to a determination of the authority of SIAAB to coordinate peer review requirements. The Attorney General's office declined to provide an official opinion and advised SIAAB that the statutory authority to coordinate the peer review activities had been established, and they could continue to operate as in the past.

SIAAB bylaws state that a letter may be sent to the agency head in the event their QAR is more than one year late. Annually, contact is made by the incoming QAR coordinator with notification of upcoming QAR due dates. Vice Chair Natalie Covello previously sent this communication to the Department of Natural Resources, Department of Veteran's Affairs, Department of Military Affairs, Department of Juvenile Justice, and the Illinois Emergency Management Agency. After a general discussion, it was determined that Chair Amy Macklin and Vice Chair Natalie Covello would verify if any recent communication had been made by the aforementioned agencies. If not, the QAR coordinator will reach out to obtain the current status. Any further actions will be discussed at the next meeting.

FOIA Officer

Leighann Manning reported there have been no FOIA requests.

Guidance Coordinator

Stephen Kirk stated there was nothing to report.

Conference Coordinator

H. Jay Wagner discussed the tentative line up for the SIAAB annual conference, which is coming together nicely. H. Jay Wagner is still negotiating with several speakers, and the complete agenda will be presented for SIAAB approval at the next meeting.

H. Jay Wagner discussed the pricing of the conference and stated it would be less costly than the previous conference. He proposed a price of \$75 for IIA members and \$125 for non-members. Leighann Manning made a motion to approve, second by Gary Shadid. The motion passed unanimously.

OLD BUSINESS

FCIAA Checklists

Gary Shadid stated the FCIAA checklists were presented for public review for the month of August with an anticipated official release date of September 1, 2021.

NEW BUSINESS

None.

Other Business

Chair Amy Macklin will be absent for the September meeting, with Vice Chair Natalie Covello chairing the meeting.

Nikki Lanier suggested removing Mr. or Ms. from the meeting minutes and transitioning to full names in the interest of diversity inclusion. The August minutes will be drafted using the suggested method for feedback.

ANNOUNCEMENTS

The next regular meeting is scheduled for September 14, 2021, at 1:00 p.m.

ADJOURNMENT

A motion to adjourn was made by Jack Rakers, second by Gary Shadid. The motion carried unanimously. The meeting adjourned at 1:51 p.m.