

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

MINUTES
Board Meeting – September 14, 2021
1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held via videoconference pursuant to the August 20, 2021, Governor's Executive Order which declared all Illinois counties to be a disaster area and permits virtual meetings. The meeting was called to order at 1:00 P.M. by Vice Chair Natalie Covello.

ROLL CALL

Members present:

Natalie Covello (Vice Chair), Chicago State University
Kishor Desai, Student Assistance Commission
Leighann Manning, Office of the Treasurer
Jack Rakers, Department of Central Management Services
Gary Shadid, Office of the Comptroller (exited at 1:50pm)
H. Jay Wagner, Office of the Attorney General
Nikki Lanier, Department of Revenue
Stephen Kirk, Department of Transportation
Stell Mallios, Office of the Secretary of State
Julie Zemaitis, University of Illinois System

Members absent:

Amy Macklin (Chair), Department of Human Services (notified Vice Chair)

MINUTES

A motion to approve the minutes for the August 10, 2021 SIAAB meeting was made by Stephen Kirk. The motion was seconded by Gary Shadid. The motion passed unanimously, with Vice Chair Natalie Covello abstaining.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Julie Zemaitis reported one individual completed the QAR course in the new platform, and CPE was issued to one individual who acted as reviewer for a QAR.

Quality Assurance Coordinator

Vice Chair Natalie Covello presented the QAR report and associated correspondence for the Illinois Department of Lottery. Leighann Manning motioned to approve, second by Gary Shadid. The motion passed unanimously with H. Jay Wagner abstaining.

Vice Chair Natalie Covello provided updates on the agencies who had not submitted a QAR within the required timeframe. A follow up email was sent to the following agencies who had a QAR more than five years past due: the Department of Military Affairs, the Department of Natural Resources, and the Department of Veterans' Affairs. The contact at the Department of Military Affairs did not provide a response as of this meeting date. The Chief Internal Auditor (CIA) from the Department of Natural Resources responded and indicated they anticipate having a QAR completed by March 2022. The CIA from the Department of Veterans' Affairs responded and indicated they anticipate having a QAR completed in October or November 2021. General discussion was held regarding the Board sending a letter to the head of each agency to notify them of the late QAR which would include any status updates. It was decided a letter should be sent as in past practice. Leighann Manning made a motion to send a letter to each agency ahead including any status updates which was seconded by Nikki Lanier. The motion passed unanimously.

The CIA from the Illinois Emergency Management Agency (IEMA) responded and indicated they did not have a projected date for completion of the QAR. They further indicated that IEMA is the lead agency for the State's response to the pandemic and pointed to guidance from the IIA that states the pandemic is sufficient to warrant postponement of the QAR. In the interest of consistency, the Board discussed sending a letter to the agency head to notify them of the late QAR which would include the latest status update. Stephen Kirk made a motion to send a letter to the agency head, including the status update, which was seconded by Kishor Desai. The motion passed unanimously.

The CIA from the Department of Corrections sent a letter in July indicating their QAR would be late. The CIA began in the role approximately six months after the beginning of the pandemic. The communication included notice to the agency head; therefore, additional notice was discussed and deemed unnecessary. Nikki Lanier made a motion to accept the late letter as adequate communication of status which Stephen Kirk seconded. The motion passed unanimously with Jack Rakers abstaining.

The point of contact from the Department of Juvenile Justice responded to the status update request indicating they estimate the QAR will be completed by March 2022. The agency head was included on the communication; therefore, additional notice was discussed and deemed unnecessary. H. Jay Wagner made a motion to accept the status update and to revisit next steps at a later date. The motion was seconded by Julie Zemaitis. The motion passed unanimously.

The CIA of the Illinois State Police had previously submitted a QAR team request in June which was approved. They sent a status update in August indicating the completion date of their QAR would be October 2021. It was discussed and determined that follow up was not necessary unless the completed QAR is not submitted in October 2021. Kishor Desai made a motion to delay further communication until after October 2021 which was seconded by Jack Rakers. The motion passed unanimously.

The CIA of the Illinois State Retirement Systems contacted the QAR coordinator asking for guidance on how to proceed if their QAR would not be completed within the five-year timeframe. The QAR coordinator provided links to notification letter on the Board's website as well as to the IIA guidance for considerations during the pandemic. Further actions are not currently warranted; therefore, a vote was not considered necessary.

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 most recent draft of the conference brochure. He stated there was one opening left to fill which he hoped to have done by the end of the week. After the last time slot is filled, the brochure and registration link will be made available pending Board approval. Stephen Kirk made a motion to accept the conference agenda and make it available to the public which was seconded by Kishor Desai. The motion passed unanimously with Jack Rakers abstaining.

OLD BUSINESS

FCIAA Checklists

Gary Shadid stated the FCIAA checklists were made available to the public on September 1st. He indicated a new email account will be established to accept questions or comments on the checklist.

NEW BUSINESS

H. Jay Wagner inquired of the Board if there were any video conference rooms available in Chicago for future SIAAB meetings. An ideal setting would allow the ease of public participation. Board members did not have any suggestions. H. Jay Wagner will continue to explore options.

Other Business

Leighann Manning initiated a discussion regarding the change in practice of the Office of the Auditor General and the publication of cybersecurity findings within an agency. She expressed concern that it could make an agency more vulnerable to a cyberattack. H. Jay Wagner stated the

Illinois State Auditing Act had been amended to reflect that any cybersecurity findings would be included and published in the agency compliance examination. Julie Zemaitis suggested there may be conflicting language in the Freedom of Information Act. The Board determined to add the item to new business for discussion when Chair Amy Macklin is present.

Vice Chair Natalie Covello stated that no closed meetings were held and there were no verbatim meeting recordings that were eligible for destruction.

ANNOUNCEMENTS

The next regular meeting is scheduled for October 12, 2021, at 1:00 p.m.

ADJOURNMENT

A motion to adjourn was made by Stephen Kirk and seconded by H. Jay Wagner. The motion carried unanimously. The meeting adjourned at 2:07 p.m.