

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

**MINUTES**  
**Board Meeting – October 12, 2021**  
**1:06 p.m.**

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**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 1:06 P.M. by Chair Amy Macklin.

**ROLL CALL**

**Members present:**

Amy Macklin, Chair, Department of Human Services  
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  
Julie Zemaitis, University of Illinois System

**Members absent:**

Stell Mallios, Office of the Secretary of State (notified Chair)

**MINUTES**

A motion to approve the minutes for the September 14, 2021 SIAAB meeting was made by Stephen Kirk, second by Gary Shadid. The motion passed unanimously, with Chair Amy Macklin 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 team approval request submitted by Theresa Churchill of the Illinois Department of Juvenile Justice with Jen Boen as the validator. Kishor Desai motioned to approve, second by Julie Zemaitis. The motion passed unanimously.

Vice Chair Natalie Covello presented the team approval request submitted by the Chief Internal Auditor, Ellen Jennings Fairfield, of the Illinois Environmental Protection Agency with Marty Paul as the validator. Ellen Jennings Fairfield began as Chief Internal Auditor on January 1, 2021 and conducted one audit covering multiple FCIAA categories. She proposed having the QAR cover that audit in order to comply with the current deadline for her agency to complete its QAR by December 2021. General discussion was held to determine if the review of one audit would be appropriate. The Board determined to notify Ellen Jennings Fairfield and Marty Paul that the request would be approved with the onus on them to determine the body of work would be sufficient to meet IIA standards. Vice Chair Natalie Covello would communicate that to them with the approval. Julie Zemaitis motioned to approve, second by Steve Kirk. The motion passed unanimously.

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

Vice Chair Natalie Covello presented the QAR report and associated correspondence for the Illinois Secretary of State. Kishor Desai motioned to approve, second by Leighann Manning. The motion passed unanimously.

Vice Chair Natalie Covello presented the QAR report and associated correspondence for the Office of the Illinois State Treasurer. Nikki Lanier motioned to approve, second by Gary Shadid. The motion passed unanimously with Leighann Manning abstaining.

Vice Chair Natalie Covello stated she had received questions from the Illinois Housing Development Authority regarding sample sizes and appropriate time periods for their QAR. She provided guidance on past practice via email.

### **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 stated the conference speaking slots have all been filled. The Office of the Auditor General will be speaking and the initial outline for their discussion should address the concerns discussed last month with the changes to the Illinois State Auditing Act. There are currently 140 registrants.

## **OLD BUSINESS**

### **FCIAA Checklists**

Gary Shadid stated the only action item remaining is to create the email account to accept questions or comments on the checklist. Chair Amy Macklin indicated the item could be removed from the agenda going forward.

## **NEW BUSINESS**

H. Jay Wagner stated a video conference room in Chicago has not been secured. As the next few meetings are likely to be held via video conference, there is still time to locate a meeting space.

### **Other Business**

It was determined that outreach to the Office of the Auditor General regarding the changes in the Illinois State Auditing Act would be postponed until after the SIAAB conference as questions the Board has may be addressed at that time.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for November 9, 2021, at 1:00 p.m.

## **ADJOURNMENT**

A motion to adjourn was made by Stephen Kirk, second by Vice Chair Natalie Covello. The motion carried unanimously. The meeting adjourned at 1:40 p.m.