

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

MINUTES

Board Meeting – November 9, 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 October 15, 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
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
Julie Zemaitis, University of Illinois System
Stell Mallios, Office of the Secretary of State

Members absent:

Amy Macklin, Chair, Department of Human Services (notified Vice Chair)
Leighann Manning, Office of the Treasurer (notified Chair)
Stephen Kirk, Department of Transportation (notified Chair)

MINUTES

A motion to approve the minutes for the October 12, 2021 SIAAB meeting was made by H. Jay Wagner, second by Julie Zemaitis. The motion passed unanimously with Stell Mallios abstaining.

A motion to approve the minutes for the October 25-27, 2021 SIAAB conference was made by Nikki Lanier, second by Kishor Desai. The motion passed unanimously with Jack Rakers abstaining.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Julie Zemaitis reported one individual completed the QAR course for which CPE was issued and one individual registered but has not completed the course. CPE was issued to four individuals who acted as reviewer for a QAR. She informed the Board that she will renew the CPE licensing with the Department of Financial and Professional Regulation required annually.

Quality Assurance Coordinator

Vice Chair Natalie Covello stated a letter had been received from the Chief Internal Auditor, Denise Caldwell, at the Illinois State Police who informed the Board the QAR would be delayed with an anticipated completion date of 12/31/21.

Vice Chair Natalie Covello stated a letter had been received from the Chief Internal Auditor, Joel Meints, from the Department of Veteran's Affairs informing the Board he is leaving the agency. He stated agency leadership was aware of the late QAR.

FOIA Officer

No report provided.

Guidance Coordinator

No report provided.

Conference Coordinator

H. Jay Wagner stated the conference was very successful with a large attendance.

OLD BUSINESS

There was nothing new to report regarding a video conference room in Chicago. Several Board members volunteered to assist with securing a space when in person meetings resume.

It was determined that discussion regarding outreach to the Office of the Auditor General regarding the changes in the Illinois State Auditing Act would be postponed to the December meeting.

NEW BUSINESS

Jack Rakers informed the Board CMS had successfully created the website for agencies to use as a resource when completing the FCIAA checklists. They have prepared training for staff when completing the checklists. General discussion was held regarding the best way to inform agency personnel of this resource. It will be available on the CMS website, the link sent to all Chief Internal Auditors, and made available on the Illinois Office of the Comptroller website.

ANNOUNCEMENTS

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

ADJOURNMENT

A motion to adjourn was made by Julie Zemaitis, second by Gary Shadid. The motion carried unanimously. The meeting adjourned at 1:26 p.m.