

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

MINUTES
Board Meeting – July 12, 2022
1:01 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held via videoconference pursuant to the June 24, 2022, 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 1:01 P.M. by Acting Chair Nikki Lanier.

ROLL CALL

Members present:

Nikki Lanier, (Acting Chair) Department of Revenue
Leighann Manning, Office of the Treasurer
Jack Rakers, Department of Central Management Services
Julie Zemaitis, University of Illinois System
H. Jay Wagner, Office of the Attorney General
Stephen Kirk, Department of Transportation
Amy Macklin, Department of Human Services

Members absent:

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

MINUTES

The draft minutes were presented for approval. A motion to approve the minutes for the June 14, 2022, SIAAB meeting was made by H. Jay Wagner and seconded by Stephen Kirk with Amy Macklin abstaining. The motion passed unanimously.

PUBLIC PARTICIPATION

James Bakunas, Internal Auditor, at the Department of Veterans’ Affairs (Veterans’ Affairs) participated publicly until 1:30pm. The QAR for Veterans’ Affairs was due June 30, 2015. The agency does not currently have a Chief Internal Auditor (CIA) and has had considerable turnover in the position in the last 8 years. James Bakunas has been at the agency the span of the 8 years and has been working with the agency leadership team to arrive at a plan to complete the QAR. General discussion was held regarding the fact that the agency does not have a CIA in place and if James Bakunas could be the main person responsible for the self-assessment. Board members discussed the fact that James has sufficient experience as an auditor at the agency and could perform the self-assessment. He was referred to the SIAAB website for the resources and

documents necessary to submit a QAR team request for approval. A letter will be sent to the Director of Veterans' Affairs summarizing the Board discussion.

REPORTS AND UPDATES

CPE Coordinator

Julie Zemaitis reported that there was one individual granted CPE's for their participation as an external validator. There was no other activity to report.

Quality Assurance Coordinator

Acting Chair Nikki Lanier presented the listing of agencies with a QAR that is past due for discussion. A letter will be sent to the Director and the Chief Internal Auditor for the Department of Military Affairs, Department of Natural Resources, Department of Veterans' Affairs, Department of Juvenile Justice, and the Illinois State Police. The letter will include any interaction to date with the agency contacts or CIA's. A motion was made by H. Jay Wagner and seconded by Stephen Kirk. The motion passed unanimously.

Acting Chair Nikki Lanier presented the completed QAR report and matrix for Western Illinois University. A motion to approve the QAR report and related documents was made by Julie Zemaitis. and seconded by H, Jay Wagner. The motion passed unanimously.

Acting Chair Nikki Lanier reported the CIA, Noe Reyes, from the Department of Employment Security requested a call later in the week to discuss next steps for their QAR.

FOIA Officer

Leighann Manning reported that there have been no FOIA requests.

Guidance Coordinator

Stephen Kirk did not have anything to report.

Conference Coordinator

H. Jay Wagner presented a tentative list of speakers for the conference. Many of the time slots are filled with a few remaining. The Northfield Center is reserved for in person attendance; however, all speakers can transition to remote if necessary.

OLD BUSINESS

FCIAA Checklists

Acting Chair Nikki Lanier informed the Board that a letter supporting the revisions to the FCIAA checklist had been sent to the Executive Director of the Legislative Audit Commission (LAC). Jack Rakers stated they were in the process of scheduling a meeting to discuss the revisions with the LAC and would report back after the meeting.

NEW BUSINESS

Acting Chair Nikki Lanier stated Amy Macklin had agreed to resume her role as Chair and Nikki Lanier would return to the Vice Chair role pending Board approval. Jack Rakers motioned to approve Amy Macklin as Chair and Nikki Lanier as Vice Chair. The motion was seconded by Stephen Kirk and passed unanimously.

Kishor Desai resigned as Recording Secretary as of July 1, 2022. In the absence of a volunteer to replace him, H. Jay Wagner proposed a motion that each member (other than Chair and Vice Chair) would rotate the responsibility for documenting the meeting minutes. The motion was seconded by Stephen Kirk. The motion passed unanimously.

Julie Zemaitis, Jack Rakers, and Nikki Lanier will not be in attendance at the August 9, 2022 meeting. A proxy may be designated in their place.

ANNOUNCEMENTS

The next regular meeting is scheduled for August 9, 2022, at 1:00 p.m.

ADJOURNMENT

A motion to adjourn was made by Stephen Kirk and seconded by Jack Rakers. The motion passed unanimously. The meeting adjourned at 2:27 p.m.