

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES

Board Meeting – April 14, 2020

1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held via teleconference. The meeting was called to order at 1:02 P.M. by Chair H. Jay Wagner.

ROLL CALL

Members Present:

H. Jay Wagner (Chair), Office of the Attorney General
Amy De Weese (Vice Chair), Department of Human Services
Stell Mallios, Office of the Secretary of State
Leighann Manning, Office of the Treasurer
Jack Rakers, Department of Central Management Services
Gary Shadid, Illinois Office of the Comptroller
Julie Zemaitis, University of Illinois
Rex Crossland, Department of Employment Security
Natalie Covello, Chicago State University

Members Absent:

Brent Nolen, Illinois State Police
Jamie Nardulli, Department of Healthcare and Family Services

Location:

All members participated via teleconference.

TELECONFERENCING DUE TO COVID-19 SITUATION:

Mr. Wagner stated that because the State is operating under a disaster proclamation and a Stay at Home Order, the meeting is being held via teleconference which would normally not be permissible under the Open Meetings Act (OMA). Ms. Manning noted that Illinois Executive Order 2020-18 Part 1 Section 5 suspends the in-person attendance requirement of OMA.

Mr. Wagner stated that nothing impacting State internal audit activities at large would take place until it could be deliberated in person. No objections were raised by the Board members.

MINUTES

Ms. Covello made a recommendation to amend minutes to include Ms. Nardulli in the Roll Call. A motion to approve the minutes for the March 10, 2020 SIAAB meeting, as amended, was made by Ms. Zemaitis. The motion was seconded by Mr. Shadid. The motion passed unanimously.

PUBLIC PARTICIPATION

Rex Crossland attended the meeting as a public participant and tendered his resignation as a member of the Board. He stated that he is no longer a Chief Internal Auditor and has accepted a new position within the Illinois Department of Employment Security (IDES). Mr. Wagner and the Board thanked Rex for his contributions.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there have been ten completions and 17 registrations for the SIAAB online training course since the last Board meeting. One registration had expired.

Quality Assurance Coordinator

Ms. De Weese stated that there have been two team requests since the last Board meeting.

Ms. Zemaitis made a motion to accept the request from Chicago State University (CSU). The motion was seconded by Mr. Shadid. The motion passed with Ms. Covello abstaining.

Ms. Manning made a motion to accept the request from Healthcare and Family Services (HFS). The motion was seconded by Ms. Zemaitis. The motion passed with Mr. Wagner abstaining.

Ms. De Weese stated the QAR report was received from the Capital Development Board (CDB) but noted it would be presented to the Board during the next meeting.

FOIA Officer

Ms. Manning reported that there have been no FOIA requests.

Guidance Coordinator

Ms. Manning stated there was nothing to report.

Conference Coordinator

Mr. Wagner reported that no action would be taken at this time and the details of the conference would be reassessed in accordance with the environment.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated there were no updates to report.

Spring 2020 CIA Roundtable

Mr. Wagner recommended that the Spring 2020 CIA Roundtable, planned for April 28th, be canceled. Mr. Rakers made a motion to accept the recommendation. The motion was seconded by Mr. Shadid. The motion passed unanimously.

SIAAB Bylaw Update - OMA Training Requirements

Mr. Wagner proposed changes to SIAAB Bylaws 1.3.3 and 1.4.4 modifying Open Meetings Act (OMA) training requirements for SIAAB Officers. He recommended moving forward with the changes as they only impact Board members. Ms. Zemaitis made a motion to accept the changes as proposed. The motion was seconded by Mr. Rakers. The motion passed unanimously. The revisions to the Bylaws are effective immediately.

NEW BUSINESS

Incident Response

Mr. Wagner noted that COVID-related discussion would be added to the next month's agenda.

ANNOUNCEMENTS

The next regular meeting is scheduled for May 12, 2020, at 1:00 p.m. Mr. Wagner stated that State and federal orders and guidelines would be reviewed to determine if the Board convenes in person or via teleconference.

ADJOURNMENT

A motion to adjourn was made by Ms. De Weese, seconded by Ms. Manning. Motion carried unanimously. Meeting adjourned at 1:24 P.M.