

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – May 12, 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 1:01 P.M. by Chair H. Jay Wagner.

ROLL CALL

Members Present:

H. Jay Wagner (Chair), Office of the Attorney General
Stell Mallios, Office of the Secretary of State
Leighann Manning, Office of the Treasurer
Jack Rakers, Department of Central Management Services
Jamie Nardulli, Department of Healthcare and Family Services
Julie Zemaitis, University of Illinois
Natalie Covello, Chicago State University

Members Absent:

Amy De Weese (Vice Chair), Department of Human Services (notified chair)
Gary Shadid, Illinois Office of the Comptroller (notified chair)
Brent Nolen, Illinois State Police

Location:

All members participated via teleconference.

TELECONFERENCING DUE TO COVID-19 SITUATION:

Mr. Wagner stated that the meeting is again being held via teleconference in accordance with the extended stay at home order, the Center for Disease Control (CDC) guidelines, the Occupational Safety and Health Administration (OSHA) guidelines, and Illinois Executive Order 2020-18. He noted that the Board would only proceed with minimal operations at this time.

MINUTES

A motion to approve the minutes for the April 14, 2020 SIAAB meeting was made by Ms. Manning. The motion was seconded by Ms. Zemaitis. The motion passed with Ms. Nardulli abstaining.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there have been 14 completions and five registrations for the SIAAB online training course since the last Board meeting. Six registrations had expired.

Quality Assurance Coordinator

Mr. Rakers made a motion to accept the Capital Development Board (CDB) Quality Assurance Review and associated acceptance letter. The motion was seconded by Ms. Manning. The motion passed unanimously. Ms. Zemaitis stated that CPE would be issued to the external validator.

Mr. Wagner stated that an inquiry has been made about the affects of the pandemic on the QAR process. He noted that SIAAB is not authorized to grant extensions and that mechanisms exist for late QARs. He further stated that any authoritative guidance from the Institute of Internal Auditors (IIA) would be communicated to Chief Internal Auditors.

FOIA Officer

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

Guidance Coordinator

Ms. Manning stated there was nothing to report. She further stated that the need for pandemic-related guidance would be re-assessed periodically.

Conference Coordinator

Mr. Wagner stated there were no updates.

OLD BUSINESS

FCIAA Checklists

Mr. Wagner stated that Mr. Shadid communicated no updates.

Incident Response

Mr. Wagner stated there were no updates and any actions would be considered at a future time.

NEW BUSINESS

No new business was raised.

ANNOUNCEMENTS

The next regular meeting is scheduled for June 9, 2020, at 1:00 p.m., the method is to be determined based on the current situation.

ADJOURNMENT

A motion to adjourn was made by Ms. Zemaitis, seconded by Ms. Manning. Motion carried unanimously. Meeting adjourned at 1:23 P.M.