

**STATE OF ILLINOIS**  
**INTERNAL AUDIT ADVISORY BOARD**

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

**MINUTES**

**Board Meeting – June 9, 2020**

**1:00 p.m.**

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**CALL TO ORDER**

A meeting of the State Internal Audit Advisory Board (SIAAB) was held via teleconference. The meeting was called to order at 1:00 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  
Brent Nolen, Illinois State Police  
Natalie Covello, Chicago State University

**Members Absent:**

Jamie Nardulli, Department of Healthcare and Family Services (notified chair)  
Julie Zemaitis, University of Illinois (notified chair)

**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 extension of the Open Meetings Act waiver (Illinois Executive Order 2020-39) and with Center for Disease Control (CDC) guidelines.

**MINUTES**

A motion to approve the minutes for the May 12, 2020 SIAAB meeting was made by Mr. Shadid. The motion was seconded by Mr. Rakers. The motion passed with Mr. Nolan and Ms. DeWeese abstaining.

## **PUBLIC PARTICIPATION**

There was no public participation.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Mr. Wagner reported that there have been four completions and zero registrations for the SIAAB online training course since the last Board meeting. Two registrations had expired.

### **Quality Assurance Coordinator**

Mr. Wagner conducted the review of the Illinois Department of Human Services' (DHS) Quality Assurance Review. Ms. Manning made a motion to accept the QAR and associated acceptance letter. The motion was seconded by Mr. Shadid. The motion passed with Ms. DeWeese abstaining.

Mr. Wagner stated that due to the circumstances, he is recommending that the Board wait to send out late QAR notices until operations normalize.

### **FOIA Officer**

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

### **Guidance Coordinator**

Ms. Manning stated there was nothing to report.

### **Conference Coordinator**

Because of the uncertainty around holding in-person seminars in the fall, Mr. Wagner recommended holding the Board's annual seminar virtually over a three-day period. To avoid any conflicts with potential speakers, he recommended allowing additional time between the seminar and the IIA's International Conference. A motion to move the annual seminar up a week to October 20-22, 2020 was made by Ms. DeWeese, seconded by Ms. Shadid. Motion carried unanimously.

## **OLD BUSINESS**

### **FCIAA Checklists**

Mr. Shadid stated that draft checklists are being reviewed and should be finalized by the fiscal year end.

### **Incident Response**

Mr. Wagner stated no actions have been deemed necessary at the current time.

### **NEW BUSINESS**

Mr. Wagner stated that roundtable discussions have historically been held with the annual seminar because internal auditors are already gathered which will not be the case for the upcoming seminar. A motion to cancel the seminar's roundtable discussions was made by Mr. Shadid, seconded by Ms. Manning. Motion carried unanimously.

### **ANNOUNCEMENTS**

The next regular meeting is scheduled for July 14, 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. De Weese, seconded by Mr. Shadid. Motion carried unanimously. Meeting adjourned at 1:20 P.M.