

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – August 11, 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

Members Absent:

Jamie Nardulli, Department of Healthcare and Family Services (notified chair)
Natalie Covello, Chicago State University (notified chair)

Location:

All members participated via teleconference.

TELECONFERENCING DUE TO COVID-19 SITUATION:

The meeting was held via teleconference.

UPDATE TO BYLAWS

Mr. Wagner drafted new Bylaw 1.5.7 to address conducting teleconference meetings in accordance with recent revisions to the Open Meetings Act, which requires roll call voting and the keeping of verbatim recordings to be retained for at least 18 months and made available upon request. Ms. Manning made a motion to approve the addition of Bylaw 1.5.7. The motion was seconded by Ms. Zemaitis. The motion passed unanimously.

MINUTES

A motion to approve the minutes for the July 14, 2020 SIAAB meeting was made by Mr. Shadid. The motion was seconded by Mr. Rakers. The motion passed unanimously.

PUBLIC PARTICIPATION

Ms. Amy Jenkins, Chief Internal Auditor for the Illinois Department of Corrections joined after the CPE coordinator report.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there have been two completions and one registration for the SIAAB online training course since the last Board meeting.

Quality Assurance Coordinator

Ms. De Weese reported that the Illinois Department of Healthcare and Family Services submitted their QAR report, matrix and supporting documentation. Ms. De Weese stated that the QAR was reviewed with no concerns. Ms. Zemaitis made a motion to accept the HFS QAR. The motion was seconded by Ms. Manning. Mr. Wagner abstained. The motion passed.

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 stated that he is continuing to pursue options for speakers and does not yet have a finalized agenda to present to the Board.

Mr. Wagner proposed pricing of \$99 for members and \$125 for non-members with a discount code which will be made available. Mr. Wagner also proposed that any profit derived from the conference be used to host roundtable sessions in the Spring of 2021.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated that once time is available he plans to connect with Mr. Rakers and the Legislative Audit Commission regarding the FCIAA Checklists.

NEW BUSINESS

Reservation of SIAAB Rooms 500 ½ Stratton, 09-035 JRTC

Mr. Wagner state that the room was booked by another party for the October meeting time and noted that he will pursue additional options if a physical location is needed.

Notification of Late QAR

Mr. Wagner proposed that the Board post a template notification letter for agencies to utilize in the event that their QAR will be late. The Board discussed also ensuring that a statement is posted with the template explaining that the delay is not an alternative to completing the QAR but may be used to communicate the delay to SIAAB when the QAR requirement cannot be met. Ms. Manning made a motion to post the template along with the statement to the SIAAB webpage. The motion was seconded by Ms. De Weese. Motion carried unanimously.

Update to Key Dates Document

Mr. Wagner proposed that the Board revise the Key Dates Document to also review any verbatim recordings after a period of 18 months to determine whether they should be retained or discarded. Furthermore Mr. Wagner proposed that the Key Dates Document be revised to include the verbatim recording log and code to access the recordings. Ms. De Weese made a motion to update the Key Dates Document to review verbatim recordings semi-annually in conjunction with the Closed Meetings review. The motion was seconded by Mr. Shadid. The motion passed unanimously.

ANNOUNCEMENTS

Ms. De Weese reported that she will be absent for the September Board meeting.

The next regular meeting is scheduled for September 8, 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. Manning, seconded by Mr. Shadid. Motion carried unanimously. Meeting adjourned at 1:28 P.M.