

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – October 13, 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 1:00 P.M. by Chair H. Jay Wagner.

ROLL CALL

Members Present:

H. Jay Wagner (Chair), Office of the Attorney General
Amy Macklin (formerly De Weese) (Vice Chair), Department of Human Services
Stell Mallios, Office of the Secretary of State
Leighann Manning, Office of the Treasurer
Gary Shadid, Illinois Office of the Comptroller
Jamie Nardulli, Department of Healthcare and Family Services
Julie Zemaitis, University of Illinois
Natalie Covello, Chicago State University

Members Absent:

Jack Rakers, Department of Central Management Services (notified chair)

Location:

All members participated via teleconference.

TELECONFERENCING DUE TO COVID-19 SITUATION:

The meeting was held via teleconference.

MINUTES

A motion to approve the minutes for the September 8, 2020 SIAAB meeting was made by Mr. Shadid. The motion was seconded by Ms. Zemaitis. The motion passed unanimously with Ms. Macklin abstaining.

PUBLIC PARTICIPATION

There was one public participant, Amy Jenkins from the Illinois Department of Corrections (joined at 1:09).

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there have been no completions nor registrations for the SIAAB online training course since the last Board meeting.

Quality Assurance Coordinator

Ms. Macklin reported that the Illinois Department of Corrections notified the Board that their QAR will be completed by June 30, 2021. Mr. Wagner stated that the Illinois Department of Juvenile Justice inquired about their QAR due date, and they were informed it was due June 2020.

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 provided an update on preparations for the conference and noted that materials have been posted to the Board's website.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid noted that meetings between the Department of Central Management Services (CMS) and the Illinois Office of the Comptroller (IOC) would resume in the next few weeks, and copies of the draft updated FCIAA checklists would be provided to the Office of the Auditor General and the SIAAB for input prior to obtaining approvals from the CMS and IOC Directors.

NEW BUSINESS

October Key Dates

Ms. Zemaitis stated that she would reach out to the Illinois Department of Financial and Professional Regulation to inquire about the Board's CPE Sponsor license renewal, which expires December 31st.

Bylaw 3.4.2 – Change “Board’s Standards” to “Standards”

Mr. Wagner stated that the term “Board’s Standards” should be replaced with “*Standards*” in the Board’s Bylaws (3.4.2) so that they clearly refer to the IIA Standards. Ms. Nardulli made a motion to approve the changes. The motion was seconded by Ms. Manning. The motion passed unanimously.

ANNOUNCEMENTS

The next regular meeting is scheduled for November 10, 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 Mr. Shadid, seconded by Ms. Manning. Motion carried unanimously. Meeting adjourned at 1:12 P.M.