

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – December 8, 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 (De Weese) Macklin (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
Jamie Nardulli, Department of Healthcare and Family Services
Julie Zemaitis, University of Illinois
Natalie Covello, Chicago State University

Members Absent:

None

Location:

All members participated via teleconference.

TELECONFERENCING DUE TO COVID-19 SITUATION:

The meeting was held via teleconference under SIAAB Bylaw 1.5.7. A recording of the meeting will be kept for 18 months.

MINUTES

A motion to approve the minutes for the November 10, 2020 SIAAB meeting was made by Mr. Shadid. The motion was seconded by Ms. Manning. The motion passed unanimously with Ms. Zemaitis abstaining.

PUBLIC PARTICIPATION

There were two public participants, Theresa Churchill, Department of Juvenile Justice, and Ellen Jennings Fairfield, Department of Innovation & Technology.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there was one completion and two registrations for the SIAAB online training course since the last Board meeting.

Quality Assurance Coordinator

Ms. Macklin reported that Southern Illinois University had submitted a request for QAR team approval. Mr. Rakers motioned for approval of the qualified external validator pending the completion of the training. The motion was seconded by Mr. Shadid. The motion carried unanimously.

Discussion was held related to potentially amending the SIAAB Bylaws so that QAR teams could also include lesser experienced members to assist a more experienced validator. Ms. Zemaitis stated that she would review the current qualification requirements for historical context.

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 there was nothing to report.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated that draft updated FCIAA checklists were sent to all state chief internal auditors. Mr. Rakers stated that the checklist was also sent to the Illinois Office of the Auditor General and noted no feedback has been received to date.

NEW BUSINESS

Key Date Item - Approve 2021 Schedule of Regular Board Meetings

Mr. Wagner sent out the 2021 meeting dates. Mr. Rakers motioned to approved the schedule seconded by Mr. Shadid. Motion carried unanimously.

Legislative Audit Commission (LAC) Update

Mr. Wagner shared with the board that Jane Stricklin, the Executive Director of the Legislative Audit Commission is retiring at the end of the month and expressed gratitude for her partnership at many SIAAB conferences.

Board Appointments

Mr. Wagner stated that he and Ms. Macklin reached out to the Governor's Office about board member appointments. He noted that Ms. Nardulli is not seeking a reappointment, and together with the rest of the Board thanked her for her service.

ANNOUNCEMENTS

The next regular meeting is scheduled for January 12, 2021, 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 Mr. Zemaitis. Motion carried unanimously. Meeting adjourned at 1:24 P.M.