

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – February 9, 2021

1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held via videoconference. 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 (Vice Chair), Department of Human Services
Leighann Manning, Office of the Treasurer
Stell Mallios, Office of the Secretary of State
Jack Rakers, Department of Central Management Services
Gary Shadid, Office of the Comptroller
Stephen Kirk, Department of Transportation
Julie Zemaitis, University of Illinois
Kishor Desai, Student Assistance Commission
Nikki Lanier, Department of Revenue
Natalie Covello, Chicago State University

Members Absent:

None

Location:

All members participated via video or teleconference.

TELECONFERENCING DUE TO COVID-19 SITUATION:

The meeting was held via videoconference 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 January 12, 2021 SIAAB meeting was made by Ms. Zemaitis. The motion was seconded by Mr. Shadid. The motion passed unanimously.

PUBLIC PARTICIPATION

There was one public participant, Phillip Dasso, the newly appointed Chief Internal Auditor of the Department of Children and Family Services.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there were three completions and two new registrations for the SIAAB online training course since the last Board meeting.

Quality Assurance Coordinator

Ms. Macklin reported that Chicago State University completed their subsequent QAR. Mr. Desai made a motion to accept the QAR and associated acceptance letter. The motion was seconded by Mr. Kirk. The motion passed unanimously with Ms. Covello abstaining.

Ms. Macklin reported that Northern Illinois University submitted a QAR team request. Ms. Zemaitis motioned for approval. The motion was seconded by Mr. Shadid. The motion carried unanimously with Ms. Covello abstaining.

Ms. Macklin reported that the Teachers Retirement System submitted a QAR team request. Ms. Lanier motioned for approval. The motion was seconded by Mr. Desai. The motion carried unanimously.

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 has been promoted to District Advisor within the Institute of Internal Auditors (IIA). He stated that a new President for the IIA was recently selected and may inquire about having them speak at the next conference.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated that the proposed checklist updates were under executive review at the Office of the Comptroller. Mr. Rakers reported that the Legislative Audit Commission moved the meeting

date, which the checklists will be considered, to March 23, 2021. Ms. Macklin stated that she would notify agency chief internal auditors of the change in date. Mr. Rakers reiterated that the checklists are issued as guidance.

NEW BUSINESS

Proposed Update to Bylaw 1.5.3 (Votes Conducted by the Board)

Mr. Wagner stated that proposed updates to the bylaws were distributed to the Board. Ms. Zemaitis noted that the bylaws allow secret ballot, but that is no longer allowed under the Open Meetings Act. Mr. Wagner stated that added language addresses remote meetings. Ms. Macklin made a motion to approve the changes to the bylaws. Mr. Shadid seconded the motion. The motion passed unanimously.

2020 Elections

Mr. Wagner thanked the Board for the opportunity to serve as Chair over the past year and motioned to elect Ms. Macklin as the incoming Chair effective immediately. Mr. Kirk seconded the motion. The motion passed unanimously with Ms. Macklin abstaining.

Ms. Macklin made a motion to approve Ms. Covello as the SIAAB Vice Chair effective immediately. Mr. Desai seconded the motion, Ms. The motion passed unanimously with Ms. Covello abstaining.

Proposed Coordinator Roles for approval at next meeting

Ms. Macklin stated that she shared a listing of proposed coordinator roles to the Board for their review. The coordinator roles will be presented to the Board for approval at the March meeting.

ANNOUNCEMENTS

The next regular meeting is scheduled for March 9, 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. Kirk, seconded by Mr. Shadid. Motion carried unanimously. Meeting adjourned at 1:23 P.M.