

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

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

**MINUTES**

**Board Meeting – November 10, 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 1:01 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  
Natalie Covello, Chicago State University

**Members Absent:**

Julie Zemaitis, University of Illinois (notified chair)

**Location:**

All members participated via teleconference.

**TELECONFERENCING DUE TO COVID-19 SITUATION:**

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

**MINUTES**

A motion to approve the minutes for the October 13, 2020 SIAAB meeting was made by Mr. Shadid. The motion was seconded by Ms. Macklin. The motion passed unanimously with Mr. Rakers abstaining.

A motion to approve the minutes for the October 20-22, 2020 SIAAB Conference was made by Ms. Macklin. The motion was seconded by Mr. Shadid. The motion passed unanimously with Mr. Rakers abstaining.

## **PUBLIC PARTICIPATION**

There was one public participant, Amy Jenkins from the Illinois Department of Corrections.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Mr. Wagner reported that there was one completion and one registration for the SIAAB online training course since the last Board meeting.

### **Quality Assurance Coordinator**

Ms. Macklin motioned to approve the QAR team submitted by the Office of the Illinois Attorney General (ATG). The requested validator works at the Illinois Department of Corrections (IDOC) and completed the QAR training course in July 2019. As the Chief Internal Auditor of the ATG, Mr. Wagner disclosed that he performed IDOC's validation five years ago; however, it was done prior to the current CIA's hire date, and the proposed team is within the Board's guidelines. Mr. Wagner asked if there were any concerns and no further discussion ensued. The motion passed unanimously with Mr. Wagner abstaining.

### **FOIA Officer**

Ms. Manning reported that there have been no FOIA requests. She reported that the files have been moved into the new Illinois State Treasurer's office.

### **Guidance Coordinator**

Ms. Manning stated there was nothing to report.

### **Conference Coordinator**

Mr. Wagner reported that the SIAAB Fall Conference was considered to be successful with approximately 160 attendees and positive survey results. Board members lauded the effort that went into this year's virtual conference.

## **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) continue, 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 and Legislative Audit Commission.

#### **NEW BUSINESS**

No new business was discussed.

#### **ANNOUNCEMENTS**

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