

STATE AGENCY INTERNAL AUDIT FORUM

MEETING MINUTES

Friday, February 16, 2018

8:30 a.m. – 10:00 a.m.

TxDOT

8:35 am – MEETING CALLED TO ORDER

Welcome & Introductions:

- Benito Ybarra, SAIAF Chair, welcomed attendees
- Attendee introductions

Minutes from November 10, 2017 meeting for approval:

- No changes offered by attendees
- Move to approve – Greg Royal
- Second – multiple
- Vote by Acclamation = unanimous AYE, zero NAY, zero ABSTAIN
- RESULT = ACCEPTED

TeamMate Transition – Aiko Neill, DIR

DIR provided a presentation on the process of contract oversight for TeamMate transitioning from the SAO to DIR. The current contract with SAO expires on August 31, 2018. No additional renewal options available after that date. Handouts from the presentation will be posted on the SAIAF website. <http://dir.texas.gov/View-About-DIR/Pages/Content.aspx?id=46>

SAIAF will establish a work group to work with DIR on evaluating potential bids for software procurement. Sandra Menjivar-Suddeath will lead this group and anyone interested in participating should contact her at Sandra.menjivar-suddeath@txdmv.gov.

CAPPS Update – Sandra Menjivar-Suddeath, DMV, and Cheryl Scott, CPA

Roles and responsibilities for deployment and production of CAPPS, along with some best practices were presented to the group. Internal Audit's potential role during these phases was also discussed. The handouts will be posted on the SAIAF website

10:00 AM – MEETING ADJOURNED