

STATE AGENCY INTERNAL AUDIT FORUM

MEETING MINUTES

Friday, November 15, 2019

8:30 a.m. – 9:00 a.m.

Winters Building

701 W 51st St, Fifth Floor, Room 500K3

Austin, Texas 78751

8:30 a.m. – MEETING CALLED TO ORDER

Welcome & Introductions:

- Chance Watson, SAIAF Chair, welcomed attendees
- Chance will send meeting invitations for the next three meetings. Meetings will be held in February, May, and August, 2020.

Vice Chair Update

- Amanda Jenami has conflicts on Fridays and is unable to attend SAIAF meetings and has resigned as Vice Chair.
- Chance requested that anyone interested in the Vice Chair position contact him.
- The duties of the Vice Chair include filling in for the Chair as needed and attending quarterly SAC meetings.
- Eleazar Garcia, Texas Juvenile Justice Department, volunteered to step in as Vice Chair.
- The attendees voted and Eleazar Garcia was elected with unanimous AYE, zero Nay, zero ABSTAIN.

Minutes from September 20, 2019 meeting for approval:

- No changes offered by attendees
- Vote by Acclamation = unanimous AYE, zero NAY, zero ABSTAIN
- RESULT = ACCEPTED

SAC Committee Update - Chance Watson

- ERS made a presentation on health initiatives. Initiatives available to state employees include weight loss programs that normally cost \$200 per month but are free to employees.
- The Chair asked if SAIAF could put together a report on common findings across agencies and make a presentation.
- Chance mentioned that SAIAF is updating the peer review process to align with revisions to the Standards. He also discussed issues with hiring and retaining staff.

Peer Review Committee - Craig Otto, TxDOT

- Craig was unable to attend but provided information.
- The Peer Review Committee is in the process of making updates to the Peer Review Manual to incorporate Yellow Book changes.
- The Peer Review training will be in January 2020.
- The discussion regarding points balances and the proposed listing of other ways to earn points was tabled for a future meeting. This will be discussed and put to a vote in an upcoming SAIAF meeting.

IT Committee - Zoi Kondis/Sandra Menjivar-Suddeath

- TeamMate AM is reaching end of life support. TeamMate AM 12.5 will be the last update. Version 11 is no longer supported.
- It takes three to six months to transition to TeamMate+.
- There are two options:
- TeamMate guided pass. TeamMate migrates data to the new system. Timeline is 3 - 4 months. Cost is \$28,000.
- Team Pass. TeamMate re-engineers your processes. Timeline is 8 months. Cost is \$50,000.
- Maintenance for TeamMate hosted licenses were changed to TeamMate+ when transitioned.
- Connie from UT Systems has already transitioned and can answer questions.
- Paige Buechley stated that DIR has a contract with ACL for audit management software.

Internal Audit Leadership Development Program - Catherine Melvin, DPS

- Catherine will continue to serve but if anyone is interested in helping let her know.
- Catherine requested that CAEs let her know if they have a potential candidate from their shop. The ideal class size is around 10 and having an idea of possible interest in the program will help during planning for the next cohort.
- Potential candidates for the program must have their CIA or CPA.

Open Comments

- The IIA Austin group is starting to do CAE roundtables and is planning one related to the public sector. E-mail Sandra if you're interested. This will probably occur early next year.
- Chris Cirrito appreciated the help he received after he announced the Austin office would be closing.
- Chance has reviewed and recommends a new book slated to be released in the Spring. The book is Team Leader's Guide to Internal Audit Leadership by Bruce R. Turner. In addition, this author has written a beginner's guide which is also recommended.
- The next SIAAF meeting will be February 21, 2020 in the Winters Building.

9:00 a.m. – MEETING ADJOURNED