

STATE AGENCY INTERNAL AUDIT FORUM

MEETING MINUTES

Friday, August 28, 2020

9:00 a.m. - 9:45 a.m.

Virtual Meeting

9:00 a.m. – MEETING CALLED TO ORDER

Welcome & Introductions:

- Chance Watson, SAIAF Chair, welcomed attendees
- Attendee introductions

Minutes from February 21, 2020 meeting for approval:

- Will be presented for approval at the next meeting.

State Auditor's Office - Matt Timme, SAO

- The SAO has posted classes for FY 2021.
- All classes for FY 2021 will be online. Class hours will be split over multiple days. For example, an eight hour class will be held over two days at four hours each day. A 16 hour class will be held over four days at four hours each day.

Legislative Committee - Angelia Harris, Office of the Attorney General

- Information is posted on the SAIAF website.

Peer Review Committee - Craig Otto, TxDOT

- The Committee is in the process of updating the manual and is looking for volunteers to assist.
- While the manual is being updated, use historical guidance and the Yellow Book.

Internal Audit Classification - Sandra Menjivar-Suddeath, DMV

- A group from SAIAF met with the SAO to discuss a separate classification series for Internal Auditors. The current Auditor series includes many different types of auditors used by various state agencies.
- The SAO advised the salary data they had was not favorable for internal auditors. They declined to propose a separate classification series at this time.
- As a compromise, the SAO will be adding language to the existing Auditor series to more specifically identify duties for internal auditors. The SAO mentioned the Ferryboat Specialist series as an example of how this is done.
- Going forward, the group discussed working together to better align internal audit functions in the use of the classification plan. Currently there is wide disparity. Stronger data and alignment will help us in the next biennium negotiations with the SAO.

Internal Audit Leadership Development Program - Catherine Melvin, DPS

- In person interaction is one of the most beneficial and critical components of the IALDP. In addition, meeting CAEs at their offices is valuable to the cohort.

- Following the legislative process is also an important part of the curriculum so holding the program in a Session year has been useful.
- Since an in person program might not be possible for the next cohort, the same quality program will be more difficult to deliver.
- Some suggestions were to delay the program one year or put the discussion on hold and revisit in January.
- There might be more or different interest in the program if it is presented virtually. An ideal cohort size is 5 - 10 participants.
- If anyone has someone they would like to nominate for the program or is interested in discussing ways to hold a class in FY 21, contact Cat Melvin, Chance Watson or Eleazar Garcia.

Officer Nominations and Elections

The following individuals were either nominated or volunteered to fill open positions. All were elected unanimously.

- Chair - Eleazar Garcia, TJJD
- Vice-Chair - Rene Valadez, TEA
- Recorder - Brandy Meeks, TPWD

Open Comments

- The Comptroller of Public Accounts is looking into teleworking from out of state.
- The GAO has issued two COVID-19 Alerts in recent months:
 - COVID-19 Alert on General Audit Considerations (August 2020)
 - COVID-19 Alert on CPE Requirements for Auditors (February 2020)
- The IIA issued a major update to the Three Lines Model
- Cat sent out information on the TeamMate conference to be held virtually this year. If you are interested in attending let her know. She is seeking a group discount if there is enough interest.
- The local IIA chapter is holding quarterly roundtables. Sandra will send an email to see if anyone is interested in participating.

9:45 a.m. – MEETING ADJOURNED