

STATE AGENCY INTERNAL AUDIT FORUM

MEETING MINUTES

Friday, May 12, 2017

8:30 a.m. – 10:15 a.m.

Texas Department of Transportation
125 E. 11th Street.

8:30 am – MEETING CALLED TO ORDER

Welcome & Introductions:

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

Minutes from April 20, 2017 meeting for approval:

- No changes offered by attendees
- Move to approve – Darrell Carter
- Second – Carlos Contreras
- Vote by Acclamation = unanimous AYE, zero NAY, zero ABSTAIN
- RESULT = ACCEPTED

Records Management Training – Sarah Hendricks, DPS

Sarah provided information on the challenges and benefits of records management. *

- Three major challenges -
 - Electronic records
 - Email
 - Records Management funding and staffing
- How auditors can help –
 - Identification
 - Education
 - Working with limited funding and resources

Committee Updates

IALDP – Cat Melvin, DPS

- IALDP cohort presentation on the Value of Internal Audit: Insight from Agency Leadership and Chief Audit Executives
- Graduation will be May 19, 2017
- Next class will be in 2019 – program to be offered every two years

Peer Review – Cindy Hancock, TPWD

- Reviewed changes and updates to the Peer Review Manual
- Resolution to approve the Peer Review Manual updates
 - Move to approve – Chance Watson, DFPS
 - Second – Sandra Menjivar-Suddeath - DMV
- Membership voted to approve the Manual as presented.
- Working on the training to be provided for the updated Peer Review Manual; with potential training dates of June 19th and July 11th, 2017.
- Points balances will be posted and updates are requested
- Peer review schedule will be compiled and posted with state agency peer review completion dates
- A list of eligible peer reviewers will be compiled and posted on SAIAF webpage.

Other Announcements, Comments, Discussions:

- Discussion about non-state agency participation in SAIAF (LCRA, Cap Metro)
- Next meeting and location to be determined

Open Comments

- Tracy Hall, GLO announced the upcoming Southeastern/Southwest Intergovernmental Audit Forum conference to be held in Austin on August 8-9 of this year. Low-cost CPE available. More information will be provided.

10:15 AM – MEETING ADJOURNED