

**MINUTES OF THE
ILLINOIS STUDENT ASSISTANCE COMMISSION
AUDIT COMMITTEE MEETING**

**VIDEO CONFERENCE
Instruction to be provided on ISAC.org**

December 3, 2020

11:30 a.m.

COMMISSIONERS PRESENT via WebEx:

Niketa Brar, Commissioner, Audit Chair and Committee Member
Darryl Arrington, Commissioner, Audit Committee Member
Elizabeth Lopez, Commissioner, Vice Chair, Audit Committee Member

STAFF PRESENT via WebEx:

Eric Zarnikow, Executive Director
Kishor Desai, Chief Internal Auditor
Shoba Nandhan, Chief Financial Officer
Shana Rogers, Managing Director, RPPA
Ramnath Cidambi, Chief Information Officer
Michael Wilder, Telecom and Network Engineer
Natalie Wandall, Secretary to Commission
Karen Salas, General Counsel
Kathleen Cole, Staff Attorney
Lisa Murphy, Staff Attorney
Eddie Brambila, Managing Director, Capacity Development
Sara Espinosa, Manager, Professional Development
Meghan Chrum, Professional Development Specialist
Ana Moya, Professional Development Specialist, GEAR UP
Susan McCarragher, Director, Administrative Services
Wendy Funk, Managing Director, Accounting and Finance
Anne Hunter, Deputy Director, Financial Reporting
Marisa Lowe, Deputy Director, Budget & Financial Analysis

Item 1. Announcements

The Illinois Student Assistance Commission Audit Committee Meeting was called to order at 11:37 a.m.

Mr. Zarnikow began by explaining that the meeting today is being conducted through electronic means pursuant to Governor Pritzker's extension of his Gubernatorial COVID-19 Disaster Proclamation and Public Act 101-0640 which suspends the Open Meetings Act requirements for physical presence at meetings of public bodies during gubernatorial disaster proclamations.

Mr. Zarnikow stated further that it is not practical or prudent to conduct the meeting in person or at the usual meeting location in downtown Chicago due to the COVID-19 disaster, so we will proceed virtually.

He further stated that with all ISAC public meetings, there is a specific time reserved in the agenda for public comment. Instructions for making public comments will be given shortly.

He indicated that WebEx instructions for all would be provided by Ana Moya.

He also explained that the new law requires a roll call for every vote and gave committee members instructions for doing that. He also explained the procedures for going into closed session.

He also explained that there would be a verbatim recording of the whole meeting, open and closed session, as required by law.

He then asked if anyone had any questions before they began the meeting. Hearing no questions, they proceeded with the meeting.

Mr. Zarnikow called for a roll call of the Committee. A roll call of the Committee members was taken, and a quorum was established.

Mr. Zarnikow announced that the next meeting of the Audit Committee is scheduled for April 15, 2021 at 11:30 a.m. in Chicago with more details to follow as we get closer to the meeting date.

Item 2. Approval of the Minutes of the September 17, 2020 Audit Committee Meeting - (Action)

Mr. Arrington **MOVED THAT** the minutes of the September 17, 2020 Audit Committee Meeting be approved. Ms. Lopez seconded that motion, and a roll call was taken which was unanimously approved by the Audit Committee.

Item 3. Approval of the Calendar Year 2021 Audit Committee Meeting Dates (Action) - Kishor Desai

Mr. Arrington **MOVED THAT** the tentative 2021 meeting dates and locations as presented in the Agenda Book be approved. Ms. Lopez seconded that motion, and a roll call was taken which was unanimously approved by the Audit Committee.

Item 4. Status Update of Fiscal Year 2021 Internal Audit Plan (Information) - Kishor Desai

Mr. Desai noted that there are 14 audits planned for FY2021. He then reviewed the 14 audits listed on page 4-1 of the Agenda Book. As noted, audits 2,3,4 and 7 are complete. He stated that audit numbers 5 and 6 will be done next week. He noted that the audits are going well so far. Each audit was very long. Finally, he explained that audits 6 and 8 are large audits.

Item 5. Pandemic Preparedness and Facilities Administration Presentation (Information) - Susan McCarragher, Director, Administrative Services

Mr. Zarnikow gave a brief description of Ms. McCarragher's background and explained that she is the COVID-19 point-person for ISAC.

Ms. McCarragher explained that she worked with the CDC and IDPH when the pandemic occurred. ISAC was relatively well prepared when the stay-at-home order went into effect. The IT department helped the agency run smoothly whether people worked from home or in-person. During the stay-at-home time, she and her team worked to make things safer for when employees would return to work in the office. They did extensive cleaning and obtained plexiglass, touch-free devices, hand sanitizers and temperature checks. They also obtained cloth face masks, ISAC face masks and disposable face masks. They put passenger limits in elevators and obtained more signage throughout the buildings to remind people to socially distance. They conducted health and safety training and provided overall support and reassurance for the agency. They performed contact-tracing. Sadly, one employee passed away from COVID-19. However, she had not been at work when she became ill and had serious comorbid conditions. Finally, Ms. McCarragher stated that she and her team look forward to continuing to do their best in keeping ISAC safe.

Ms. Brar thanked Ms. McCarragher for all of her hard work. She then asked if there was a survey for employees to share their feelings or concerns regarding safety. Ms. McCarragher responded that they had had "All Staff" meetings where people could anonymously share what's on their minds. She feels that people know they can come to her or Mr. Zarnikow with any of their concerns. Ms. Brar encouraged ISAC to continue a survey to see that people feel safe and secure even if they work from home. He shared that they put the employees first and that their aim is to keep everyone safe. It is a balancing act. Mr. Zarnikow then thanked Ms. McCarragher, her team, Mr. Cidambi and the IT team for all of their hard work.

Ms. Brar also stated that it would be helpful to know the breakdown of what they are doing in terms of contact-tracing with essential workers. Mr. Zarnikow noted that during the summer we had more people in the office, but now we are in more of a lockdown mode. To his knowledge, no one has gotten COVID-19 from being at the office. Anyone working in the office is very spread out to maximize social distancing. He also mentioned, that when the pandemic first occurred Ms.

McCarragher helped ISAC secure masks on a local level and hand sanitizer from people just willing to help out. Again, he thanked Ms. McCarragher for all her efforts, and he noted that she has been able to give employees comfort that ISAC is doing what it can do during this difficult time of COVID-19.

Item 6. Public Comment

There were no public comments.

Item 7. Closed Session: Closed Minutes and Internal Control Weaknesses

Ms. Lopez **MOVED THAT** they go into closed session to discuss closed minutes and Internal Control Weaknesses as allowed by subsection 2(c)(21) and (29) of the Open Meetings Act. Mr. Arrington seconded that motion, and a roll call was taken which was unanimously approved by the Audit Committee.

At 12:15 p.m. the Audit Committee went into closed session.

At 12:27 p.m. the Audit Committee returned to open session.

Item 8. Approval of the Closed Session Items

Item 8A. Approval of the Closed Minutes of the September 17, 2020 Meeting & Approval to Open (Action)

Mr. Arrington **MOVED THAT** the closed minutes of the September 17, 2020 closed session of the Audit Committee be approved and to make those minutes open to the public. Ms. Lopez seconded that motion, and a roll call was taken which was unanimously approved by the Audit Committee.

Ms. Lopez **MOVED THAT** the Illinois Student Assistance Commission Audit Committee Meeting be adjourned. Mr. Arrington seconded the motion, and a roll call was taken which was unanimously approved by the Audit Committee.

Mr. Zarnikow again thanked everyone for all of their hard work.

The meeting was adjourned at 12:28 p.m.

Respectfully submitted,

Kathleen Cole