**STATE AGENCY INTERNAL AUDIT FORUM (SAIAF)**

**February 3, 2023 @ 9:00am (MS Teams Virtual Meeting)**

1. Call Virtual Meeting to Order at 9:00 Rene Valadez, TEA
2. Introductions SAIAF Members & Guests

***SAIAF’s Mission***

*The mission of the Texas State Agency Internal Audit Forum (SAIAF) is to promote the effective and efficient use of state agency Internal Audit resources toward accountability, productivity, and enhancement of management control over operations.*

1. Approval of SAIAF Minutes from Dec 2, 2022

Motion to approve by Chris Cirrito and was seconded by Angelia Harris

Vote by Acclamation = unanimous AYE, zero NAY, zero ABSTAIN

RESULT = MINUTES ACCEPTED

1. SAIAF Audit Management Software Presented by Mario Gutierrez and Matthew Kelly from DIR

Audit Management Software and current DIR agreements

Matthew – TXRAMP new requirement – there are varying levels of certifications levels as defined in TAC 202. If transmitting or storing confidential info it will need to be at level 2. Wolters Kluwer’s is already FedRamp certified and it therefore covered and they are not seeking TXRamP approval. The FedRamp covers them for our purposes.

<https://dir.texas.gov/information-security/texas-risk-and-authorization-management-program-tx-ramp>

<mailto:tx-ramp@dir.texas.gov>

All TM products are available on the DIR contract. The Appendix C list the products but not complete go to the WK website to see full selection and if not listed reach out to DIR

Mario – The contract with WK - expires on June 192023 with no renewal. We may execute a 90-day extension. On the DIR website the new software RFO is out and their responses due April 28. The reviews and evaluation will take about 45 days and if WKs does respond, negotiations will take place next. Hopefully that the new contract will take place before the old expires. Appendix A has a survivability clause that always you to enter into a PO and extend it to another 5 years even if WK does not win the next bid.

Q&A

1. If the contract does expire, are we allowed to have updates to the software?

Mario -It depends on what the contract allows. You will need to discuss with your legal

1. Q to Eleazar – Why did you send a survey about the on-prem. vs on cloud

Eleazar – We need to understand that when on cloud the updates are done by TM.

Matthew - If you have an on-prem version then you may need to look into different provisions for maintenance .

DIR Contact info on the WK contract to Mario

Eleazar – has a spreadsheet with agency responses – to keep this spreadsheet updated. Provide this info to Renee or to Eleazar

1. SAO and Committee Reports presented by Jo Dale Guzman and Jeannette Garcia from SAO

New Case manager software – So we are not sending more of those complaints to the agencies. You may notice that some of the complaints are old.

The contact manage will get the case and decide to either forward the case to the agency head or to keep it for risk assessment purposes. If sent to IS you will get an email from SAO CCMS. The email will include the complaint as an attachment and it included instruction. You need to reply to the email. The contact manage would like to research the case and follow-up if the email request it in ion 90 days. If tit does not say to follow-up then no need to do so. You can follow up with your contact manager.

Update of an initiative to have more frequent meetings/contacts with the agency –

Jo Dale – We are still in the progress. Some project managers are being realigned. Article II is up and running. We are working with other org. to get more data. We will continue to work on that.

1. IALDP presented by Catherine Melvin DPS/Chris Cirrito TDCJ - IALDP

Unable to attend due to power outages

1. Legislative Presented by Angelia Harris, OAG

March 10th last date to file

See handouts

1. Peer Review - Craig Otto, TxDOT

Unable to attend due to power outages

1. Open Comments

* Other Topics

Mark Scott – Contract Audits:

1. Future SAIAF Meetings:  **March 2023 Specific Date TBD**

**Reach out to Renee Valadez if you have any suggestions on meeting agenda items.**

1. Motion to Adjourn