

**STATE OF ILLINOIS**  
**INTERNAL AUDIT ADVISORY BOARD**

Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

**MINUTES**

**Board Meeting – January 10, 2017**

**1:00 p.m.**

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**CALL TO ORDER**

A meeting of the State Internal Audit Advisory Board (SIAAB) was held at the Capital City Center, Room 104, Springfield, Illinois, with video conferencing available at the JRTC, Room 9-036, Chicago, Illinois. The meeting was called to order at 1:04 p.m. by Chair Stephen Kirk in Springfield.

**ROLL CALL**

**Members Present/Location:**

Stephen Kirk, (Chair), Department of Transportation – Springfield  
Tracy Allen (Vice Chair), Office of the Comptroller – Springfield  
Leighann Manning, Office of the Treasurer – Springfield  
Jack Rakers, proxy for Vacant, Central Management Services – Springfield  
H. Jay Wagner, Office of the Attorney General – Springfield  
Julie Zemaitis, University of Illinois – Springfield

**Members Absent:**

Jane Hewitt, Department of Human Services  
Stell Mallios, Office of the Secretary of State (notified Chair of absence)  
Gary Shadid, Department of Agriculture (notified Chair of absence)

**Visitors Present:**

None.

**MINUTES**

The minutes for the December 13, 2016 SIAAB meeting were accepted with minor revisions. Mr. Allen made a motion to accept, seconded by Ms. Zemaitis, with an abstention from Ms. Manning. The motion passed unanimously.

## **PUBLIC PARTICIPATION**

None.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis stated no one completed the course, two registered, and one had their registration expire.

### **Quality Assurance Coordinator**

Mr. Allen presented the following reports for acceptance:

- Environmental Protection Agency (EPA) – Generally Conforms (GC) with the Standards, Does not Comply (DNC) with FCIAA. Mr. Allen made a motion, seconded by Ms. Manning. Motion passed unanimously with an abstention from Mr. Wagner.

Mr. Allen presented the following QAR Report for acceptance:

- Illinois Housing Development Authority – Steve Pawlow provided verification that he had completed sufficient government training to qualify as a QAR reviewer (he was denied during the prior meeting). Motion to approve by Mr. Allen, seconded by Mr. Wagner. Motion passed unanimously.

### **FOIA Officer**

None.

### **Guidance Coordinator**

Mr. Wagner stated new guidance #07 – Access and Disclosure of Engagement Reports and updates to all six prior guidance documents were posted on January 3, 2017, after the new *Standards* took effect on January 1, 2017.

## **OLD BUSINESS**

### **Attorney General Request**

No update.

### **FCIAA Committee**

Mr. Kirk stated Amy DeWeese (Chief Internal Auditor at the Department of Lottery) and Jeff Beals (Internal Auditor from the Department of Natural Resources) have agreed to serve on the FCIAA Committee. Barb Ringler (Chief Internal Auditor at the Department of Revenue) agreed to serve if her Director approves. Mr.

Kirk also invited a Kim Labonte (Chief Internal Auditor at Southern Illinois University) to serve, and Mr. Kirk will participate to make sure Committee business progresses.

### **Quality Assurance Matrix/Process**

The exposure draft of the new QAR process was disseminated on Friday, December 9, 2016, and the 30 day window is complete. Ms. Zemaitis received the following general feedback:

- Formatting concern that there would be sufficient room for initials and dating; the Word table is not locked and can be expanded.
- Verification that the new QAR process will not include reviewing for FCIAA compliance.
- Whether there would be a cross-over period between the 2013 and 2017.

Ms. Zemaitis asked if SIAAB should release the documents as the documents are ready, or release all at once. The consensus was to release all at once.

Ms. Zemaitis stated she will make a commitment to get the new process ready for release before the next meeting.

### **NEW BUSINESS**

#### **Nomination of New Officers**

New Chair: Mr. Allen was nominated by Mr. Wagner. Mr. Wagner made a motion to close the nomination, second by Ms. Manning. Motion passed unanimously.

New Vice Chair: Mr. Wagner was nominated by Mr. Allen. Mr. Allen made a motion to close the nomination, seconded by Ms. Zemaitis. Motion passed unanimously.

Mr. Allen noted that he will continue to work on the fall Conference, but may ask for some help. He also noted that if Mr. Wagner moves to vice chair, and presumably chair thereafter, it may be a good idea for someone else to take on the minutes and guidance coordination.

#### **Update of Online Training Course**

Ms. Zemaitis is working on updating the self-study course, tentatively titled "*Internal Audit Standards and Requirements in the State of Illinois,*" to conform to the 2017 *Standards*.

Ms. Zemaitis stated updates were made to focus less on consulting and more on assurance.

There was consensus that any 2013 elements that need revised should say "2013 revised" and remove (archive) the old 2013 to reduce possible confusion.

Ms. Zemaitis stated she updated some questions to be more fair and straightforward.

There was consensus that CPE should be issued to Board members who complete the full course to test it.

## **Other Business**

There was a question from Mark Kimmet, Workers Compensation, about whether his agency requires a Chief Internal Auditor, and Mr. Rakers asked about the possibility of Guidance for such a situation where an entity may question their authority or requirement to have an audit function. There was consensus that SIAAB does not have the authority to make such legal determinations.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for February 14, 2017, at 1:00 p.m. The meeting will be at the Capital City Center's Video Conference Room #104, 130 West Mason, Springfield, Illinois. For those attending via video conference in Chicago, Room 9-036 of the James R. Thompson Center (JRTC), 100 W. Randolph St., will be reserved.

## **ADJOURNMENT**

A motion to adjourn was made by Mr. Allen, seconded by Ms. Zemaitis. Motion carried unanimously. Meeting adjourned at 2:20 p.m.