

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

Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://siaab.audits.uillinois.edu)

**MINUTES**

**Board Meeting – March 14, 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 1:00 p.m. by Chair Tracy Allen in Springfield.

**ROLL CALL**

**Members Present/Location:**

Tracy Allen (Chair), Office of the Comptroller – Springfield  
H. Jay Wagner (Vice Chair), Office of the Attorney General – Chicago  
Jack Rakers, Central Management Services - Springfield  
Leighann Manning, Office of the Treasurer – Springfield  
Nikki Lanier, Proxy for Stephen Kirk, Department of Transportation - Springfield  
Julie Zemaitis, University of Illinois – Teleconference depart 1:40 PM

**Members Absent:**

Stell Mallios, Office of the Secretary of State  
Gary Shadid, Department of Agriculture

**Visitors Present:**

None.

**MINUTES**

The minutes for the February 14, 2017 SIAAB meeting were accepted with minor revisions. Ms. Zemaitis made a motion to accept, seconded by Mr. Rakers. The motion passed unanimously with an abstention from Ms. Manning.

## **PUBLIC PARTICIPATION**

None.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis stated that for the 2013 version of the course, 1 completed.

Ms. Zemaitis stated that for the 2017 version of the course, 4 completed. (The 2017 version is currently only open to SIAAB members for testing purposes.)

### **Quality Assurance Coordinator**

Mr. Wagner stated that the IDHA QAR report was completed. There was a minor issue of citing “conforms with FCIAA” instead of “complies with FCIAA” in the body of the report; however, as the conclusion on the signature page of the report used the correct terminology of “complies”, this was deemed inconsequential and a revision was not requested. Mr. Wagner made a motion to accept the IDHA QAR report, seconded by Ms. Manning. The motion passed unanimously.

Mr. Wagner made some minor changes to the QAR Tracking Update Sheet. He went over the changes with the Board. These changes made the QAR Tracking Update Sheet easier to follow.

### **FOIA Officer**

Ms. Manning stated there was nothing to report.

### **Guidance Coordinator**

Mr. Wagner stated there are no new or outstanding requests.

## **OLD BUSINESS**

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

Ms. Zemaitis stated feedback received to date has been mostly clerical in nature. She has updated all QAR Process documents, both 2013 and 2017, including the Frequently Asked Questions (FAQ) documents and the report template. There was one minor changes made to wording for the QAR Process Document and a few changes for test questions. Additionally, Ms. Zemaitis has created a Summary of Changes between 2013-2017. A motion to accept the changes made the QAR Process documents and all supporting materials was made by Ms. Manning and seconded by Ms. Lanier. The motion passed unanimously.

## **FCIAA Committee**

As Mr. Kirk was out, Mr. Allen stated that there will be a meeting on March 23 and that there were two additional Chiefs that have expressed interest in serving on the Committee so if there are any participants that cannot participate in the committee in the future, they will have substitutes available.

## **NEW BUSINESS**

### **Spring Chief Internal Auditor's Roundtable**

The roundtable has been set for April 19 from 8:30-12:30. It will be a video conference held in Springfield at the Hanley Building and in Chicago at the JRTC. Additionally, there will be a teleconference option as well.

### **Appointments of Coordinators**

Quality Assurance Coordinator – Mr. Allen  
Assistant Quality Assurance Coordinator – Mr. Wagner  
Recording Secretary – Mr. Rakers  
FOIA Officer – Ms. Manning  
Assistant FOIA Officer – Mr. Rakers  
Conference Coordinator – Mr. Allen  
CPE Coordinator – Ms. Zemaitis  
Guidance Coordinator – Steve Kirk  
Web Master – Julie Zemaitis

A motion to accept the appointment of coordinators was made by Mr. Wagner and seconded by Ms. Zemaitis. The motion passed unanimously.

### **Meeting Schedule for 2018**

The meetings were planned to be the 2<sup>nd</sup> Tuesday of every month. The same rooms would be used in Springfield and Chicago. A motion to meeting dates was made by Ms. Lanier and seconded by Mr. Rakers. The motion passed unanimously.

### **Acceptance of Completed Confidentiality and Independence Statements**

Confidentiality and Independence Statements were received from Mr. Rakers, Ms. Zemaitis, Ms. Mallios, Mr. Kirk, Ms. Manning, Mr. Allen, and Mr. Shadid. A motion to accept these statements was made by Ms. Manning and seconded by Mr. Wagner. The motion passed unanimously.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for April 11, 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 Ms. Manning, seconded by Ms. Lanier. Motion carried unanimously. Meeting adjourned at 2:00 p.m.