

# STATE OF ILLINOIS INTERNAL AUDIT ADVISORY BOARD

WEB ADDRESS: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

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Term Expires 2/1/2016

## **Location**

Capital City Center 130 West Mason Video Conference Room 104 Springfield, Illinois 62702	James R. Thompson Center 100 West Randolph Video Conference Room 9-036 Chicago, Illinois 60601
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## **AGENDA**

**November 10, 2015 – 1:00 P.M.**

- **Call to Order**
- **Roll Call** – welcome Leighann Manning
- **Minutes\***
  - Approve minutes from October 13, 2015 Meeting
- **Public Participation**
- **Reports/Updates\***
  - CPE Coordinator – FOIA & OMA training; update
  - Quality Assurance Coordinator
  - FOIA Officer
  - Record Retention
  - Guidance Coordinator
    - Guidance Document #5 - Small Audit Functions (Discussion only as 30 days not elapsed)
    - Guidance Document- Pre-Installation Reviews (Discussion only as 30 days not elapsed)
- **Old Business\***
  - 2015 Fall Conference Discussion
  - August 2014 Public Comment Request for SIAAB to Adopt Rules
- **New Business\***
  - Consider seeking administrative rules to clarify the Chief Internal Auditor reappointment process.
  - Could SIAAB look to the 1988 OAG audits to get a calculation to reasonably determine appropriate audit staffing needs?
  - 2016 Meeting Dates per by-laws
  - SIAAB to reach out to new Auditor General to discuss process.
  - SIAAB should develop a list of issues to discuss with new AG including:
    - Update the audit guide
    - Most agencies can't get qualified people hired even when they can entice them to apply
    - Internal Audit functions are understaffed everywhere
    - Discussion of other issues raised at the Roundtable
- **Announcements\***
  - Next Regular Meeting – **December 8, 2015 1:00 p.m.** \*

\*Action May Be Taken by the Board via Motion/Vote Process