

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – December 9, 2014

1:00 p.m.

CALL TO ORDER

The regularly scheduled 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 1:01 p.m. by Gary Shadid in Springfield.

ROLL CALL

Members Present/Location:

Gary Shadid (Vice Chair), Illinois Department of Commerce and Economic Opportunity – Chicago
H. Jay Wagner, Office of the Attorney General – Springfield
Stell Mallios, Office of Secretary of State – Chicago
Debbie Abbott, Central Management Services – Springfield
Stephen Kirk, Department of Transportation – Springfield
Julie Zemaitis, University of Illinois – Springfield
Barb Ringler, Office of the Treasurer – Springfield
Tracy Allen, Office of the Comptroller – Springfield
Jane Hewitt, Department of Human Services – Springfield

Members Absent:

Marcus Dodd (Chair), Illinois Department of Employment Security

Visitors Present:

None

PUBLIC COMMENT

None

MINUTES

The minutes from the October 29 and 30, 2014 SIAAB Annual Fall Conference and November 12, 2014, Regular Meeting were presented to the Board for discussion and approval. Board members identified and corrected several errors in the minutes. A motion was made by Julie Zemaitis and seconded by Barb Ringler to accept the October 29 and 30, 2014 minutes as revised. The motion carried unanimously.

A motion was made by Julie Zemaitis and seconded by Steve. Kirk to accept the November 12th, 2014 minutes as revised. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis indicated that five individuals completed the online training course and two additional individuals registered for the course but have not yet completed it.

Quality Assurance Coordinator

A lengthy discussion was had regarding the date when a QAR report was considered to be completed. A motion was made by Ms. Ringler and seconded by Ms. Hewitt to modify SIAAB By-Laws, specifically Article III, Section IV – 3.4.4 to recognize the date a QAR report is **submitted** to the SIAAB Quality Assurance Coordinator or Assistant Quality Assurance Coordinator for approval, if the report is subsequently approved by SIAAB. The motion carried unanimously.

As a result of the previous Board action, it was suggested the QAR Team Request Form be modified to eliminate the “Estimated Date of Completion” item on the form. Mr. Kirk made a motion to remove the item, “Estimated Date of Completion” because that date is now defined as the date of submission of the report to SIAAB Quality Assurance Coordinator or Assistant Quality Assurance Coordinator. Ms. Hewitt seconded the motion, which carried unanimously.

The State Fire Marshall QAR Team Request was reviewed and discussed by the board. A motion to approve the request was made by Ms. Hewitt and seconded by Ms. Abbott. The motion passed unanimously.

The Department of Human Services QAR Team Request was reviewed and discussed by the board. Ms. Zemaitis made a motion to accept the request and it was seconded by Mr. Kirk. The motion passed 6-0 with abstentions from Ms. Hewitt, Ms. Abbott and Ms. Ringler.

The board reviewed and discussed the Illinois Department of Transportation QAR final report. Ms. Abbott made a motion to approve the report. The motion was seconded by Ms. Ringler. The motion passed 7-0 with abstentions by Ms. Zemaitis and Mr. Kirk.

It was agreed to hold over the discussion of the comments by Mr. Kimmet to the January 13, 2015 meeting due to Mr. Dodd's absence

FOIA Officer

Ms. Ringler indicated there had been no FOIA requests since the last meeting. A discussion regarding the requirements of new SIAAB members completing the FOIA training offered by the Illinois Office of the Attorney General within 90 days of being appointed to or joining the board Ex-Officio. It was determined all current board members are in compliance. However, Ms. Ringler noted that the SIAAB By-Laws, specifically Article I – Section IV – 1.4.4, should be amended to indicate the requirement that the SIAAB FOIA Coordinator or Assistant FOIA Coordinator must complete both the FOIA and Open Meetings Act training within 30 days after assuming one of those positions, and annually thereafter. A motion to amend the By-Laws to address the required training was made by Ms. Hewitt and seconded by Mr. Allen. The motion passed unanimously.

Guidance Coordinator

Mr. Kirk indicated there were no updates; however, he indicated there are three remaining issues not yet addressed by the board. He will be posting them to the SIAAB SharePoint site for board members to review and determine if those issues should be addressed and if so, what will be the priority.

OLD BUSINESS

Fall Conference Discussion

Mr. Allen reported 158 people registered for the conference. Four individuals canceled due to family or work related conflicts. Mr. Tracy made a motion to cancel the fees of the individuals that canceled. Ms. Ringler seconded the motion, which carried unanimously.

Mr. Allen also reported that 68 conference evaluations had been received. In addition, Mr. Allen indicated the Northfield had been reserved for the 2015 SIAAB Annual Fall Conference.

August Public Comment Request for SIAAB to Adopt Rules

Ms. Zemaitis presented a draft request to the Illinois Attorney General requesting an opinion regarding the rule making authority of the State Internal Audit Advisory Board. The request is a result of a public comment brought before SIAAB at the August 12, 2014 meeting. The draft request had five appendices. After discussion of the request and appendices, there were no changes; however, it was decided to include a redacted copy of the question brought before the board in August as a sixth appendix. The board agreed to allow the individual who made the request to review the additional appendix to ensure the issue was correctly framed and described. The board will revisit the revised Attorney General request at the January 13, 2015 meeting.

New Business

The board discussed the Calendar Year 2015 SIAAB Meeting Schedule. The 2015 calendar included two dates in June. The extra meeting was tentatively scheduled in anticipation of a myriad of QAR reports being due June 30th. A motion to approve the 2015 Calendar Year SIAAB Meeting Schedule was made by Mr. Kirk and seconded by Mr. Allen. The motion passed unanimously.

ANNOUNCEMENTS

The next regular meeting is scheduled for January 13, 2015 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 JRTC will be reserved.

ADJOURNMENT

A motion to adjourn was made by Mr. Kirk, seconded by Mr. Allen. Motion carried unanimously. Meeting adjourned at 3:05 p.m.