

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – January 13, 2015

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 1:04 p.m. by Marcus Dodd in Chicago.

ROLL CALL

Members Present/Location:

Marcus Dodd (Chair), Illinois Department of Employment Security - Chicago
Gary Shadid (Vice Chair), Illinois Department of Agriculture - Springfield
H. Jay Wagner, Office of the Attorney General – Springfield
Stell Mallios, Office of Secretary of State - Chicago
Jack Rakers, Central Management Services – Springfield (Proxy for Debbie Abbott)
Stephen Kirk, Department of Transportation – Springfield
Julie Zemaitis, University of Illinois – Springfield
Barb Ringler, Office of the Treasurer - Springfield
Catherine Madonia, Department of Human Services – Springfield (Proxy for Jane Hewitt)

Members Absent:

Tracy Allen, Office of the Comptroller - Springfield

Visitors Present:

None

PUBLIC COMMENT

None

MINUTES

The minutes from the December 9, 2014 Regular Meeting were presented to the Board for discussion and approval. The Board discussed that revised minutes had been posted to SharePoint on the morning of January 13, 2015.

The Board discussed and commented on the proposed changes to the QAR forms. Specifically, Article I – Section IV – 1.4.4 Other Coordinators as well as the supporting documents needed to be revised with redline. Ms. Ringler agreed to request that the approved changes be updated on the SIAAB website.

A motion was made by Mr. Kirk and seconded by Mr. Rakers to accept the December 9, 2014 minutes as presented. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis indicated that two individuals completed the online training course, one from IDOT and the other from IEMA.

The Board discussed and commented on the requirement for organizations to be registered as CPE Sponsors in order to grant CPE credits. The example of accredited higher education institutions was discussed, as they are not CPE Sponsors but offer allowable CPE credits under the SIAAB By-laws. Ms. Zemaitis agreed to get an interpretation of the requirements for CPE Sponsoring Bodies from the Yellow Book.

Quality Assurance Coordinator

Mr. Dodd suggested postponing the discussion of the comments by Mr. Kimmet regarding the QAR templates until the February 10, 2015 regular meeting.

Mr. Dodd indicated the Department of Aging submitted their QAR Team Request after the Board Meeting agenda was posted. As such, the request will be discussed and voted upon during the February Regular Meeting.

FOIA Officer

Ms. Ringler indicated there had been no FOIA requests since the last meeting.

Guidance Coordinator

Mr. Kirk indicated he has been working on the Internal Audit Plan Guidance and was soliciting feedback. Ms. Zemaitis made two comments. The first comment was in regarding the role of the Board and Senior Management in reviewing and approving the audit plan. The second comment included the coordination of risk assessment activities across the organization.

Mr. Kirk requested that any additional comments be sent to him. Also, Mr. Kirk indicated that he will be working on the Small Audit Shop Guidance next.

OLD BUSINESS

Fall Conference Discussion

Discussion of the Fall Conference was tabled due to Mr. Allen's absence.

August Public Comment Request for SIAAB to Adopt Rules

The Board engaged in a lengthy discussion regarding the comments to the Attorney General Letter proposed by Ms. Hewitt. The Board discussed the nature and intent of the comments and developed revised language accordingly, and Ms. Zemaitis took notes, accordingly. A motion to approve the revised language for the Attorney General Letter was made by Mr. Kirk and seconded by Mr. Shadid. The motion passed unanimously, subject to Mr. Wagner's abstention.

New Business

The Board discussed the need to nominate a new Chair and Vice-Chair, for vote at the February meeting. Mr. Dodd nominated Mr. Shadid to serve as the Chair of SIAAB. Mr. Shadid accepted the nomination. Ms. Zemaitis nominated Mr. Kirk to serve as Vice-Chair of SIAAB. Mr. Kirk accepted the nomination.

ANNOUNCEMENTS

The next regular meeting is scheduled for February 10, 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. Shadid, seconded by Mr. Rakers. Motion carried unanimously. Meeting adjourned at 2:51 p.m.