

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

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

**MINUTES**

**Board Meeting – October 13, 2015**

**1:00 p.m.**

---

**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 Gary Shadid in Springfield.

**ROLL CALL**

**Members Present/Location:**

Gary Shadid, (Chair) Illinois, Department of Agriculture – Springfield  
Cindy Thomas, proxy for Stephen Kirk, (Vice Chair), Department of Transportation – Springfield  
Tracy Allen, Office of the Comptroller - Springfield  
Debbie Abbott, Central Management Services – Springfield  
Nick Barnard, Proxy due to Chief Internal Auditor Vacancy - Office of the Treasurer – Springfield  
Jane Hewitt, Department of Human Services - Springfield  
Stell Mallios, Office of Secretary of State - Chicago  
H. Jay Wagner, Office of the Attorney General – Springfield  
Julie Zemaitis, University of Illinois – Springfield

**Members Absent:**

None

**Visitors Present:**

Jack Rakers, Central Management Services – Springfield

**MINUTES**

The minutes for the September 8, 2015 SIAAB meeting were accepted after minor updates. Mr. Allen made a motion to accept, seconded by Ms. Zemaitis. The motion passed unanimously, with Ms. Abbott abstaining due to being absent the prior meeting.

## **PUBLIC PARTICIPATION**

None

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis stated there was no CPE activity during the prior month.

### **Quality Assurance Coordinator**

The Illinois State Police (ISP) QAR was presented, indicating ISP generally conformed with the standards and did not conform with the Fiscal Control and Internal Auditing Act (FCIAA). Ms. Zemaitis made a motion to accept, seconded by Ms. Abbott. The motion passed unanimously with abstentions from Mr. Allen (the special assistant coordinator) and Ms. Hewitt.

### **FOIA Officer**

Mr. Barnard stated there were no new requests.

### **Guidance Coordinator**

Mr. Wagner asked the Board to approve an update to the disclaimer on the SIAAB Resources web pages to include shared documents in the non-endorsement clause (currently the clause only addresses links to external websites). Mr. Allen made a motion to accept, Ms. Abbott seconded, and the motion passed unanimously. The new disclaimer will read as follows (added text underlined):

*Links from this page to non-SIAAB web site pages do not imply SIAAB's endorsement of the site's products or services, and the posting of documents to facilitate sharing of information between entities does not imply SIAAB's endorsement of the resources.*

Mr. Wagner presented the draft of guidance #05 Conforming with FCIAA and Standards in Small Audit Functions in the State of Illinois. No comments were made. Mr. Allen made a motion to disseminate the guidance draft to Chief Internal Auditors and Internal Audit Representatives, and Ms. Zemaitis seconded. The motion passed unanimously.

Mr. Wagner deferred to Jack Rakers, Central Management Services (CMS), to discuss proposed guidance #06 Pre-Implementation Reviews for non-IT Auditors in the State of Illinois. Mr. Rakers stated that he based the guidance on the CMS process. Mr. Rakers further stated that vulnerability scans are available for minimal costs. Ms. Hewitt suggested adding the word “may” to page 4, consistent with it being optional

rather than mandatory guidance. Mr. Allen made a motion to accept, seconded by Ms. Zemaitis. The motion passed unanimously.

Mr. Wagner indicated the next (November) meeting was 28 days away, whereas the bylaws required a 30 day review period; therefore, comments on both guidance drafts would be discussed at the December meeting.

CMS provided the following four resource documents in conjunction with proposed guidance #06:

- 1) IT Risk Assessment Worksheet/Template;
- 2) Hosted Pre-Implementation Review Program;
- 3) Pre-Implementation Review Program; and,
- 4) SOC2 Annual Initial Audit Checklist.

Ms. Abbott suggested removing the references to statewide, and there was general consensus to take resources off letterhead and remove specific marks. Mr. Rakers requested the resources be posted sooner as there is a need for direction. Mr. Shadid stated he needed some time to review. Due to the request for expedited guidance on this topic, Mr. Wagner suggested approving the resources as amended. Mr. Wagner would then disseminate the amended versions to the Board, and would disseminate to Chief Internal Auditors and Agency Representatives on Monday, October 19, 2015 if no objections were received; if there were objections, the resources would be revisited at the November meeting. Mr. Wagner motioned to approve all four resource documents for dissemination as amended, and Mr. Allen seconded. The motion passed unanimously.

## **OLD BUSINESS**

### **Fall Conference**

Mr. Allen stated that some entities are canceling their registrations due to the budget impasse. He stated he has talked to speakers, confirmed all, and may “cheapen up” the costs by ordering less expensive meals and refreshments if necessary. He also stated he will email chief internal auditors and notify them of who in their agency is registered. Mr. Allen motioned to waive one day of the fee (\$45) for attendees that can only make one day, noting this is a case by case courtesy, and not a registration option. Mr. Wagner seconded. The motion passed unanimously.

### **August 2014 Comment Request for SIAAB to Adopt Public Rules**

The request is still pending.

### **Change to QAR Matrix Regarding FCIAA Compliance Update**

No discussion.

## **NEW BUSINESS**

### **Agency notification of tardy QAR**

Mr. Shadid presented a draft QAR late notice. There will be various versions (such as late notice, late notice when audit function is vacant, etc.), but will only present one until the format/language is settled, then the various versions will be drafted accordingly and presented. Mr. Allen suggested referencing the specific auditing standard, and Mr. Shadid stated he took the verbiage from the IIA. Ms. Abbott stated she hesitates to include an estimated submission date in paragraph two. Mr. Shadid also stated he will work on the last sentence in regards to the language of “assisting.”

### **Chicago IIA Government Advisory Committee**

Mr. Allen stated the Chicago IIA has requested a banner/table at SIAAB to promote awareness of its Government Advisory Committee. Ms. Hewitt suggested granting a few moments at the end of the first day for the Chicago IIA to address the conference. There were no objections.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for November 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. Allen, seconded by Ms. Abbott. Motion carried unanimously. Meeting adjourned at 2:13 p.m.