

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – February 10, 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 1:02 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 – (Champagne via phone)
Barb Ringler, Office of the Treasurer – Springfield
Tracy Allen, Office of the Comptroller – Springfield

Members Absent:

Jane Hewitt, Department of Human Services

Visitors Present:

None

PUBLIC COMMENT

None

MINUTES

The minutes from the January 13, 2015, Regular Meeting were presented to the Board for discussion and approval. Ms. Ringler provided several revisions to the minutes.

A motion was made by Ms. Ringler and seconded by Mr. Kirk to accept the January 13, 2015, minutes as amended. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis indicated that one individual completed the online training course, another individual is pending completion of the course.

Quality Assurance Coordinator

Mr. Dodd presented the IEMA QAR Team Request to the Board for discussion and approval. A question was raised regarding the experience of the independent validator. The Board discussed and concluded that the independent validator was adequately experienced to perform this task. A motion was made by Mr. Shadid to accept the IEMA QAR Team. Mr. Rakers seconded the motion. The motion passed unanimously.

Mr. Dodd presented the Department on Aging QAR Team Request to the Board for discussion and approval. A motion was made by Mr. Shadid to accept the Department on Aging QAR Team. Mr. Allen seconded the motion. The motion passed unanimously.

Mr. Dodd presented the Illinois Worker's Compensation Commission QAR Team Request to the Board for discussion and approval. A motion was made by Mr. Shadid to accept the Illinois Worker's Compensation Commission QAR Team. Mr. Wagner seconded the motion. Ms. Zemaitis abstained from the vote. The motion passed unanimously, subject to Ms. Zemaitis' abstention.

Mr. Dodd presented and discussed the new report templates created to address Mark Kimmet's comments on EQA and SAIV report template. The Board requested additional time to review the revised templates. As such, the templates will be discussed during the March Board Meeting.

There was additional discussion by the Board regarding the organization of documents on the SIAAB Sharepoint site. The Board concluded that it would be helpful to prepare meeting packages for each of the Board meetings going forward.

FOIA Officer

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

Guidance Coordinator

Mr. Kirk indicated that Guidance Document #4 was sent out and had been updated to address the comments made by Ms. Zemaitis during the January Board Meeting. Mr. Kirk indicated that the draft is now ready to send to the Chief Internal Auditors for comment. A motion was made by Mr. Allen to disseminate the draft of Guidance Document #4 to the Chief Internal Auditors. The motion was seconded by Ms. Ringler. Mr. Kirk abstained from the vote. The motion passed unanimously, subject to Mr. Kirk's abstention.

OLD BUSINESS

Fall Conference Discussion

Mr. Allen indicated that there had been some discussion of adding a third day to the Fall Conference. He is going to continue to look into the feasibility of this. In addition, Mr. Allen requested any ideas for speakers for the conference.

August Public Comment Request for SIAAB to Adopt Rules

Ms. Zemaitis indicated that the Attorney General Opinion Letter was completed, signed by Mr. Dodd, and sent to the Attorney General on January 14, 2015. The Board will now wait for a response.

Revision to the SIAAB By-laws

Mr. Shadid indicated that revisions were made to the Sections 1.4.4 and 3.4.4 of the SIAAB by-laws to address discussions from prior Board Meetings. Mr. Shadid is going to prepare the corresponding changes to the other SIAAB documents such as the QAR Team Request Form, the QAR page on the website, and the FAQs on the website.

New Business

Mr. Dodd indicated that Mr. Shadid was nominated to serve as the Chair of SIAAB for the upcoming year. The Board voted, and Mr. Shadid was accepted unanimously (subject to his own abstention).

Mr. Dodd indicated that Mr. Kirk was nominated to serve as the Vice-Chair of SIAAB for the upcoming year. The Board voted, and Mr. Kirk was accepted unanimously (subject to his own abstention).

ANNOUNCEMENTS

The next regular meeting is scheduled for March 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. Kirk, seconded by Mr. Allen. Motion carried unanimously. Meeting adjourned at 2:03 p.m.