

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – March 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 Gary Shadid in Springfield.

ROLL CALL

Members Present/Location:

Gary Shadid, (Chair) Illinois, Department of Agriculture - Springfield
Stephen Kirk, (Vice Chair), Department of Transportation – Springfield
Debbie Abbott, Central Management Services – Springfield
Tracy Allen, Office of the Comptroller - Springfield
Marcus Dodd, Illinois Department of Employment Security - Chicago
Jane Hewitt, Department of Human Services - Springfield
Barb Ringler, Office of the Treasurer - Springfield
H. Jay Wagner, Office of the Attorney General – Springfield
Julie Zemaitis, University of Illinois – Springfield

Members Absent:

Stell Mallios, Office of Secretary of State

Visitors Present:

None

PUBLIC COMMENT

None

Minutes

After correcting several typos, misspellings and other “housekeeping” adjustments, the February 10, 2015 SIAAB Meeting minutes were accepted unanimously after Mr. Allen made the motion to accept and Mr. Wagner seconded the motion.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis indicated that one individual completed the online training course and a certificate was issued.

A subject involving CPE was raised by Mr. Kirk as a result of a question posed by an internal auditor regarding required CPE hours. Specifically, the question addressed the minimum hours required in an individual year and the consequences of not earning the 80 hours required over a two-year reporting period.

The board agreed the IIA Standards require 80 hours over a two-year reporting period with no less than 20 hours in any individual year. The SIAAB by-laws, from Government Auditing Standards (the Yellow Book), mirror this requirement, with a caveat that if a member has less than 80 hours at the end of a two-year reporting period, a request to the State Internal Audit Advisory Board to catch up the hours within two months after the end of the reporting period, may be granted by the Board.

Quality Assurance Coordinator

CDB submitted QAR Team Approval Request documents for approval by SIAAB. An issue related to the External Validator’s CPE hours resulted in an extensive discussion and ended with the Board deciding to not accept the QAR Request due to a self-reported CPE issue of the External Validator. Therefore, no further action was taken as a revised QAR Team Approval Request will have to be submitted.

Mr. Dodd discussed a question submitted to SIAAB by a Chief Internal Auditor to adopt two QAR report templates. Currently, SIAAB employs one report template for both an External Quality Assurance Review (EQA) and a Self-Assessment with Independent Validator (SAIV). The potential adoption of two reports – one for a EQA report and one for a SAIV report will be voted on at the April 14, 2015 meeting. Because there are many current QARs in process and more expected before June 30, 2015, the Board will not employ new reports for the QARs due June 30, 2015. The deliberation of employing two reports will be on the April 14, 2015 SIAAB meeting agenda. If adopted, the reports will be effective for QARs accepted for dates after June 30, 2015.

IEMA submitted a Draft QAR report. Upon the naming of a QAR Coordinator and Assistant Coordinator(s) in this meeting, a Special Assistant will be sought to perform the necessary review, submit the results of that review to the Assistant Coordinator who will make a recommendation to the Board to approve or deny the report.

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 to all the Chief Internal Auditors as required in the by-laws and addressed the comments received. Guidance Document #4 will be on the April 14, 2014 SIAAB agenda to be voted on by the Board.

OLD BUSINESS

Fall Conference Discussion

As a result of Grant Accountability and Transparency Unit (GATU) of GOMB reaching out to SIAAB in regard to the implementation of the Single Audit Act, there was a discussion about SIAAB including GATU into the Fall Conference itinerary. No action was taken and will be considered by the Fall Conference Coordinator.

Mr. Allen is working on the scheduling of roundtables for Universities, Chief Internal Auditors and IT staff. In addition, having a keynote speaker appears to be a popular idea. He is going to continue to look into the feasibility of this. Emphasis was made to ensure topics are relative to government auditing. In addition, Mr. Allen continues to search out ideas from state auditors for speakers for the conference.

August Public Comment Request for SIAAB to Adopt Rules

Mr. Wagner indicated the response is in the queue. There is no specific time estimate. The Board will continue to wait for a response.

New Business

A brief discussion was had on SB1404 and HB2533. There does not appear to be any threats or significant effects on internal audit. The Board will continue to monitor these and other bills that may affect internal audit functions.

SIAAB By-Laws Article II, Section V Continuing Education Requirements was discussed. It was noted that certain wording in the by-laws conflicted with examples of acceptable CPE provided in the same section of the by-laws. Mr. Allen moved to amend SIAAB By-Laws Article II, Section V 2.5.2. It was seconded by Ms. Hewitt. The motion passed unanimously.

In addition, Ms. Zemaitis detected a typographical error in SIAAB By-Laws Article II, Section V and made a motion to correct. Mr. Wagner seconded and the motion passed unanimously.

Ms. Zemaitis made a motion to accept the following coordinators: Mr. Shadid agreed to be the QAR Coordinator and Mr. Kirk the Assistant QAR Coordinator. Ms. Zemaitis agreed to be the CPE Coordinator, Mr. Wagner, the Guidance Coordinator, Mr. Allen, the Event Coordinator, Ms. Ringler, the FOIA Coordinator, and Ms. Abbott, the Assistant FOIA Coordinator. Ms. Ringler seconded the motion and the motion passed unanimously.

Mr. Allen made a motion to accept Eduardo R. Mascorro as the SIAAB Webmaster. The motion was seconded by Mr. Kirk. The motion passed unanimously.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 14, 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 3:02 p.m.