

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – January 12, 2016

1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held at the Stratton Building Video Conference Room, Room 500½, 401 South Spring Street, Springfield, Illinois, with video conferencing available at the JRTC, Room 9-036, Chicago, Illinois. The meeting was called to order at 1:16 p.m. by former chair Julie Zemaitis in Springfield, with Chair Gary Shadid presiding after his arrival at 1:21 p.m.

ROLL CALL

Members Present/Location:

Gary Shadid, (Chair) Illinois, Department of Agriculture – Springfield (arrived at 1:21 p.m.)
Stephen Kirk, (Vice Chair), Department of Transportation – Springfield (arrived at 1:21 p.m.)
Tracy Allen, Office of the Comptroller - Springfield
Debbie Abbott, Central Management Services – Springfield
Jane Hewitt, Department of Human Services - Springfield
Stell Mallios, Office of Secretary of State - Chicago
Leighann Manning, Office of the Treasurer – Springfield
H. Jay Wagner, Office of the Attorney General – Springfield
Julie Zemaitis, University of Illinois - Springfield

Members Absent:

None

Visitors Present:

None

MINUTES

The minutes for the December 8, 2015 SIAAB meeting were accepted after minor updates. Mr. Allen made a motion to accept as amended, seconded by Ms. Manning. The motion passed unanimously, with the exception of Mr. Shadid and Mr. Kirk who had not yet arrived.

PUBLIC PARTICIPATION

None

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis stated six internal auditors completed the training and four are pending.

Quality Assurance Coordinator

Chair Gary Shadid and Vice Chair Steve Kirk arrived at 1:21 p.m. (minor delay due to the change of venue). Mr. Shadid presided over the remainder of the meeting.

Mr. Shadid stated there was no QAR activity to report.

FOIA Officer

Ms. Manning stated there were no new requests.

Guidance Coordinator

Mr. Wagner stated he has started working on #07 – Access and Disclosure of Engagement Reports; however, has made much progress due to the workload the past month.

Mr. Wagner further stated he had no new request for guidance, and no website resources to recommend for posting.

OLD BUSINESS

Fall Conference

Mr. Allen stated a venue has not been located for the April 2016 Chief Internal Auditor roundtable. Mr. Kirk stated the Department of Transportation is a possibility, and Ms. Zemaitis stated the University of Illinois at Springfield (UIS) may have a room as well.

August 2014 Comment Request for SIAAB to Adopt Public Rules

Ms. Zemaitis presented a letter to send to the Attorney General's Opinions Bureau to follow-up on the request. A concern arose as to whether or not SIAAB could go before Joint Committee on Administrative Rules (JCAR) directly, as SIAAB not an agency. If SIAAB cannot go before JCAR directly, an agency may have to represent SIAAB; Central Management Services (CMS) would be a logical representative. Ms. Hewitt made a motion to approve sending Ms. Zemaitis' letter to the Attorney General Opinions Bureau,

after minor updates; Mr. Kirk seconded. The motion passed unanimously, with Mr. Wagner abstaining due to being employed by the Attorney General.

Record Retention

Ms. Abbott stated she had nothing new to report.

Discussion with New Auditor General

Mr. Shadid stated he has not had the time to work on a letter to the new Auditor General this month, and will try to draft a letter by the next meeting.

NEW BUSINESS

Chair and Vice Chair Nominations

Ms. Abbott nominated Mr. Kirk as the new Chair, Ms. Hewitt seconded. Motion passed unanimously, with Mr. Kirk abstaining.

Mr. Wagner nominated Mr. Allen as the new Vice Chair. Ms. Zemaitis seconded. Motion passed unanimously, with Mr. Allen abstaining.

SIAAB Guidance 07 – Access and Disclosure of Records

Mr. Wagner provided an update under the Guidance Coordinator briefing.

Historical Internal Audit Information

Mr. Kirk stated he has uploaded several historical documents on the SIAAB Intranet under a folder titled “Internal Audit History.” There is a great deal of background information on the discussion about the meaning of “rules,” how the Bylaws came to be the mechanism for promulgating directives, summaries of internal audit consolidation concerns, internal auditing law proposals, etc.

Financial Reporting Standards Board

Though not on the agenda, an email from Katie Madonia, Comptroller’s Office State Accounting, was discussed (no action was being taken by the Board). The email discussed some further guidance on what the Financial Reporting Standards Board (FRSB) would like to see in the audits (30 ILCS 30/20), such as staffing comparisons. There was consensus that internal audit could not effectively compare their functions with other functions in audit reports. Mr. Allen stated that the FRSB was invited to SIAAB to discuss their concerns, and declined. Mr. Allen further stated FRSB may extend the audits (under the current law, the next audits due are would be the final of four).

ANNOUNCEMENTS

The next regular meeting is scheduled for February 9, 2016, 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 2:02 p.m.