

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – November 9, 2016

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 1:05 p.m. by chair Stephen Kirk in Springfield.

ROLL CALL

Members Present/Location:

Stephen Kirk, (Chair), Department of Transportation – Springfield
Tracy Allen (Vice Chair), Office of the Comptroller – Springfield
Debbie Abbott, Central Management Services – Springfield
Stell Mallios, Office of the Secretary of State - Chicago
H. Jay Wagner, Office of the Attorney General – Springfield

Members Absent:

Jane Hewitt, Department of Human Services – notified chair she was unable to attend
Leighann Manning, Office of the Treasurer – notified chair she was unable to attend
Gary Shadid, Illinois, Department of Agriculture – notified chair he was unable to attend
Julie Zemaitis, University of Illinois – Springfield – notified chair she was unable to attend

Visitors Present:

None.

MINUTES

The minutes for the October 11, 2016 SIAAB meeting were accepted with minor revisions. Mr. Allen made a motion to accept, seconded by Ms. Abbott. The motion passed unanimously.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

No update on QAR training.

Mr. Allen noted that CPE was issued for conference presenter Ron Hulshizer.

Quality Assurance Coordinator

Mr. Allen noted the following QARs will be delayed:

- Department of Employment Security (DES) – Will utilize the new QAR matrix once adopted.
- Eastern Illinois University (EIU) – Tabled for review.

Mr. Allen presented the following QAR Report for acceptance:

- Illinois Commerce Commission – Generally conforms to standards, compliance with FCIAA, no FCIAA findings. Mr. Allen made a motion, seconded by Mr. Wagner. Motion passed unanimously.

FOIA Officer

Ms. Abbott noted she is finalizing record retention issues with Rochelle Joseph of the archives unit. There is a hearing next Wednesday (November 16, 2016).

There are 11 parts to the retention schedule. Ms. Abbott suggested splitting the 11 parts between members of SIAAB, as it is mostly a matter of locating documents. Minutes and bylaws must be retained permanently, QARs must be retained at least 6 years or until subsequent QAR.

Guidance Coordinator

Mr. Wagner stated that following the CIA Roundtable he received no suggestions on #07 – Access and Disclosure of Engagement Reports, and only positive feedback that the content is acceptable. Mr. Wagner will disseminate an official exposure draft at least 30 calendar days prior to the next meeting (December 13, 2016) so 07 can be discussed and ideally approved in accordance with the bylaws.

Mr. Wagner indicated the IIA released recommended guidance regarding Reporting to Senior Management and the Board, but did not address the definition of Board and public sector issues.

OLD BUSINESS

Financial Reporting Standards Board (FRSB)

30 ILCS 30 remains repealed, and the Accounting Bulletin will be discussed.

Attorney General Request

No update.

Fall Conference

Mr. Allen noted we did turn a minor profit, though we budgeted for a loss. No one complained about being required to pay fees up front. There was a request for more detail in the IT roundtable minutes.

The staff auditor roundtable was not as effective as hoped. While it is important to offer an option for staff auditors (otherwise, they attend the IT Auditor Roundtable), for future conferences we should consider an alternate seminar.

Quality Assurance Matrix/Process

Ms. Zemaitis was unable to attend the meeting.

NEW BUSINESS

FCIAA Committee

During the CIA roundtable, there was consensus for form a committee to explore the possibility of changing FCIAA. Amy DeWeese has volunteered to serve, and she has experience as both an internal and external auditor.

Mr. Kirk would like to be part of the FCIAA committee, but does not want it to be full of SIAAB Board Members. It is also important to work with the Governor's office on the importance of Internal Audit.

ANNOUNCEMENTS

The next regular meeting is scheduled for December 13, 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 Ms. Abbott, seconded by Mr. Allen. Motion carried unanimously. Meeting adjourned at 1:54 p.m.