

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

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

**MINUTES**

**Board Meeting – July 11, 2017**

**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 Jay Wagner in Springfield.

**ROLL CALL**

**Members Present/Location:**

H. Jay Wagner (Chair), Office of the Attorney General – Springfield  
Amy DeWeese, Department of Human Services – Springfield  
Nikki Lanier, proxy for Stephen Kirk, Department of Transportation - Springfield  
Stell Mallios, Office of the Secretary of State – Chicago  
Leighann Manning, Office of the Treasurer – Springfield  
Jamie Nardulli, Department of Healthcare and Family Services – Springfield  
Brent Nolen, Illinois State Police – Springfield  
Melissa Oller, Illinois State Board of Education – Springfield

**Members Absent:**

Jack Rakers, Central Management Services (Notified Chair)  
Julie Zemaitis, University of Illinois (Notified Chair)  
VACANT – Office of the Comptroller

**Visitors Present:**

None.

**MINUTES**

The minutes for the June 13, 2017 SIAAB meeting were accepted. Ms. Manning made a motion to accept, seconded by Ms. Oller. The motion passed unanimously.

## **PUBLIC PARTICIPATION**

None.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

No report.

### **Quality Assurance Coordinator**

Mr. Wagner stated seven late QAR letters were sent to agency directors/secretaries, and university presidents, noting the following:

- The Chief of Staff for the Illinois Department of Financial and Professional Regulation (IDFPR) responded asking how the agency could come into conformance with *the Standards*; Mr. Wagner advised the agency that a chief internal auditor is necessary to come into conformance with *the Standards* and confirm conformance through a QAR.
- The Acting Chief Internal Auditor at the Department of Children and Family Services (DCFS) indicated plans to complete a QAR during fiscal year 2018.

Mr. Wagner stated that Governors State University's QAR will be one year past due on July 19, 2017. GSU hired a new chief internal auditor in June 2017, and provided a late QAR notification to SIAAB on July 7, 2017 indicating intent to complete the QAR by August 18, 2018. Mr. Wagner suggests sending a late QAR letter to the university president after July 19, 2017, when the QAR exceeds one year late, and provided a copy of the proposed letter. A motion to send the late QAR letter was made by Ms. DeWeese, seconded by Ms. Manning. Motion passed unanimously.

Mr. Wagner noted the following changes in Chief Internal Auditors:

- Tracy Allen is now the Chief Internal Auditor at the Capitol Development Board (CDB).
- Darick Clark is now the Chief Internal Auditor at the Department of Lottery.
- Kristoffer Evangelista is now the Chief Internal Auditor at Governors State University (GSU).
- Douglas Tinch is now the Chief Internal Auditor at the Department of Innovation and Technology (DoIT)

### **FOIA Officer**

Ms. Manning stated there was nothing to report.

### **Guidance Coordinator**

Mr. Wagner stated there was nothing to report.

## **OLD BUSINESS**

### **FCIAA Committee**

Mr. Wagner stated the exposure draft period for the *FCIAA Audit Plan and Audit Coverage Requirements* document is still open, ending on July 14, 2017, and three chief internal auditors have provided feedback to date. Mr. Wagner opened the floor for discussion; hearing none, the draft was tabled until next meeting, which will be after the exposure draft period closes.

## **NEW BUSINESS**

### **Conference Coordinator's report**

Mr. Wagner stated that former chair and conference coordinator Tracy Allen has briefed him on conference business, and most of the speaking slots are filled: Carol Kraus (GATA), Kirk Lonbom (Cyber Security), John Wszelaki (will delegate an IIA ACGA speaker), JoAnn Johnson (Ethics), Clay McCord (Fraud in Government, a story of recovery), Auditor General Mautino's office, Attorney General Madigan's office, and John Baranzelli (Rapid Results).

In regards to Clay McCord's "Fraud in Government, A Story of Recovery," Mr. McCord is the IIA Central Region District Advisor, is interested in a conference similar to ours in his region, and is interested in experiencing ours and learning from it. Therefore, the only compensation will be complementary attendance to the fall conference.

For the roundtables on the final day:

- The Chief Internal Auditor roundtable will be facilitated by Steven Kirk.
  - DoIT CIA Douglas Tinch requested the opportunity to address executive branch Chief Internal Auditors during the final hour.
- The IT Roundtable will be facilitated by Douglas Tinch, CIA at DoIT.
  - An alternate moderator will facilitate the last hour of the roundtable, as Mr. Tinch will move to the CIA Roundtable.
- The staff auditor roundtable will be facilitated by Paula Sorensen (CDB Fiscal Officer, former CDB Chief Internal Auditor, former Springfield IIA Treasurer) and Tad Huskey (Attorney General's Deputy Chief Fiscal Officer, former Department of Insurance Chief Internal Auditor, current Co-Treasurer for the Springfield IIA).

On the final day, "Mr. Excel" Bill Jelen will present a stand-alone IIA seminar, which will help offset conference costs.

Mr. Wagner suggested a price of \$95, consistent with cost estimates from the current and prior conferences. Motion by Ms. Nardulli, seconded by Mr. Nolen. Motion passed unanimously.

## **Bylaw Changes**

Mr. Wagner stated changes to the bylaws approved during the prior two months have been published on the SIAAB website.

## **Officer Changes**

At the prior meeting, Mr. Wagner nominated Ms. Manning as Vice Chair, to fill a vacancy created when he was promoted to Chair upon Tracy Allen's resignation. Motion made by Ms. DeWeese to elect Ms. Manning Vice Chair, seconded by Ms. Oller. Motion passed unanimously, with an abstention from Ms. Manning.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for August 8, 2017, 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 James R. Thompson Center (JRTC), 100 W. Randolph St., will be reserved.

## **ADJOURNMENT**

A motion to adjourn was made by Ms. Manning, seconded by Ms. Nardulli. Motion carried unanimously. Meeting adjourned at 1:13 p.m.