

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

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

**MINUTES**

**Board Meeting – August 8, 2017**

**1:00 p.m.**

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**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  
Leighann Manning (Vice Chair), Office of the Treasurer – Springfield  
Jack Rakers, Central Management Services - Springfield  
Stephen Kirk, Department of Transportation - Springfield  
Stell Mallios, Office of the Secretary of State – Chicago  
Amy DeWeese, Department of Human Services – Springfield  
Jamie Nardulli, Department of Healthcare and Family Services – Springfield  
Brent Nolen, Illinois State Police – Springfield  
Julie Zemaitis, University of Illinois – Springfield

**Members Absent:**

Melissa Oller, Illinois State Board of Education

**Visitors Present:**

Tracy Allen, Illinois Capital Development Board - Springfield

**MINUTES**

The minutes for the July 11, 2017 SIAAB meeting were accepted. Ms. DeWeese made a motion to accept, seconded by Ms. Manning. The motion passed unanimously with an abstention from Ms. Lanier.

## **PUBLIC PARTICIPATION**

None.

## **OLD BUSINESS**

### **Fall Government Auditing Conference**

Mr. Allen went over the list of speakers:

Day 1: Carol Kraus, Grant Accountability and Transparency Act

Kirk Lonbom, Cyber Security

John Wszelaki, topic to be decided

Johanna Johnson, would like to come and speak about Ethics

Day 2: Protiviti, various IT topics

Office of the Auditor General's Office, topic to be decided

Attorney General's Office, topic to be decided

John Baranzelli, Rapid Results

Day 3: Paula Sorensen and Tad Huskey, Staff Roundtable

Doug Tinch, IT Roundtable

Steve Kirk, Chief Internal Auditor Roundtable

The goal is to have the agenda approved by the September 12, 2017 meeting.

Mr. Allen departed the meeting at 1:25 p.m.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis stated that three people have taken the SIAAB training from June to present.

### **Quality Assurance Coordinator**

Mr. Wagner noted that Governor State University was issued a late Quality Assurance Review (QAR) Letter on July 20.

Mr. Wagner stated that the Department of Agriculture has submitted a Team Request for the QAR and Mr. Rife would be in the independent validator. This request was approved by Ms. Manning and seconded by Ms. Nardulli and approved unanimously with no abstentions.

Mr. Wagner presented the QAR report from the Department of Employment Security, which had Natalie Covello as the independent validator. The report stated that they generally conformed. This QAR was approved by Mr. Nolen and seconded by Ms. Manning with no abstentions.

Mr. Wagner presented the QAR report from Western Illinois University, which had Leigh Moon as the independent validator. The report stated that they generally conformed. This QAR was approved by Ms. Zemaitis and seconded by Mr. Kirk. The motion passed unanimously with no abstentions.

### **FOIA Officer**

Ms. Manning stated there was nothing to report. Mr. Rakers brought up the issue with record retention of SIAAB records that were being maintained that were outside of the record retention period. Others chiefs stated that they have records outside of the required retention period as well and would like to begin the process to shred them. Mr. Rakers stated that he would work with Mr. Wagner to see what could be done.

### **Guidance Coordinator**

Mr. Kirk stated there are no new inquiries.

### **OLD BUSINESS**

#### **FCIAA Committee**

Mr. Kirk sent out the draft letter that he proposed to send of the Office of the Auditor General prior to the meeting. There was discussion about the content of the letter and if changes could be made. Additionally, there were concerns about whether the use of must was used too frequently versus should and would limit Chief Internal Auditor's flexibility in how they perform their risk assessments. There was a motion made to send this proposal to the Office of the Auditor General with the understanding that the musts would be reviewed by Mr. Wagner and disseminated to the Board for review prior to sending it to them by Ms. Manning, seconded by Ms. Nardulli. The motion carried with Mr. Rakers opposed.

### **NEW BUSINESS**

#### **Meeting with Auditor General**

Mr. Kirk discussed setting up a date to meet with OAG and stated that he would like to work with them soon to set up a time. He suggested having Mr. Wagner present as he is the Chair of SIAAB and Ms. Zemaitis present as she is the only Chief Internal Auditor from a university on the board.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for September 12, 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 Mr. Kirk, seconded by Ms. Zemaitis. Motion carried unanimously. Meeting adjourned at 2:36 p.m.