

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – October 10, 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
Leighann Manning (Vice Chair), Office of the Treasurer – Springfield
Jack Rakers, Central Management Services - Springfield
Stephen Kirk, Department of Transportation - Springfield
Brent Nolen, Illinois State Police – Springfield
Julie Zemaitis, University of Illinois – Springfield

Members Absent:

Stell Mallios, Office of the Secretary of State – Approved Absence
Amy DeWeese, Department of Human Services – Approved Absence
Jamie Nardulli, Department of Healthcare and Family Services – Approved Absence

MINUTES

The minutes for the September 12, 2017 SIAAB meeting were accepted. Ms. Manning made a motion to accept, seconded by Mr. Nolen. The motion passed unanimously.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis stated that one person took the SIAAB training in the last month.

Quality Assurance Coordinator

Mr. Wagner stated that the late QAR letter was sent to NEIU. The new Chief Internal Auditor Rita Moore stated that they would most likely seek an extension.

Mr. Wagner stated that he added the Department of Military Affairs to the QAR tracking spreadsheet as they have a Chief Internal Auditor position posted.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Mr. Kirk stated there are no new inquiries.

OLD BUSINESS

FCIAA Committee

Mr. Kirk and Ms. Zemaitis met with the Office of the Auditor General about the risk assessment guidance and summarized their discussion with the Board. Overall, the meeting went well and the Office of the Auditor General agrees with the risk based risk assessment approach. They still expect to see the 11 categories covered during the risk assessment process. They liked the written guidance approach. They agreed that audits and reviews would not have to be named the category to count and that multiple categories could be counted in one audit.

NEW BUSINESS

IDFPR Training License – The SIAAB training license is about to expire. Ms. Zemaitis stated that she will work with IDFPR to renew the license.

Fall Government Auditing Conference – The Attorney General's Office asked if there were any topics that internal auditors would like to see covered.

ANNOUNCEMENTS

The next regular meeting is scheduled for November 14, 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 Mr. Nolen. Motion carried unanimously. Meeting adjourned at 2:02 p.m.