

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – November 14, 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 Vice Chair Leighann Manning in Springfield.

ROLL CALL

Members Present/Location:

H. Jay Wagner (Chair), Office of the Attorney General – Teleconference
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 – arrived at 1:02
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
Gary Shadid, Illinois Office of the Comptroller – Springfield

Members Absent:

None.

MINUTES

The minutes for the October 10, 2017 SIAAB meeting were accepted. Ms. Nardulli 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 two people took the SIAAB training and passed last month.

Quality Assurance Coordinator

Mr. Wagner stated that he added all designated state agencies to the QAR tracking spreadsheet.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Mr. Kirk stated there are no new inquiries.

NEW BUSINESS

QAR tracking of agencies relying on CMS Internal Audit

Mr. Rakers stated that there were a few agencies for whom the Department of Central Management Services would be providing internal audit assistance. As these agencies were listed on the QAR tracking spreadsheet he wanted to ensure that CMS was handling the QAR in accordance with SIAAB's process. Mr. Rakers proposed having a single QAR covering multiple agencies. There were a few questions about the scope of the agencies that would be receiving internal audit assistance from CMS. Mr. Rakers proposed putting together a suggested QAR scope that SIAAB could review.

OLD BUSINESS

FCIAA Committee Report and Guidance

Mr. Kirk stated that he would send out the draft to the Chief Internal Auditors for comment.

Fall Government Auditing Conference

Mr. Wagner requested approval from the Board to send the minutes to Jane Clark from the Chief Internal Auditors Roundtable to review and verify that references to the OAG's statements were correct. Ms. Nardulli made a motion to accept, seconded by Mr. Shadid, and the motion passed unanimously.

Mr. Wagner also requested that SIAAB approve the bill for the Northfield Center for the Fall Government Auditing Conference. Mr. Kirk made a motion to accept, seconded by Mr. Rakers, and the motion passed unanimously.

IDFPR License Renewal

The IDFPR License renewal is completed

Proposed Bylaw Update

Mr. Wagner stated that all IIA designations require two hours annually of Ethics training in 2018. In order to be consistent with this requirement Mr. Wagner wrote a change to the bylaws to address this new requirement.

ANNOUNCEMENTS

The next regular meeting is scheduled for December 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 Mr. Nolen. Motion carried unanimously. Meeting adjourned at 2:15 p.m.