

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – December 12, 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
Stell Mallios, Office of the Secretary of State – Chicago
Amy DeWeese, Department of Human Services – Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield

Members Absent:

Jamie Nardulli, Department of Healthcare and Family Services

MINUTES

The minutes for the November 14, 2017 SIAAB meeting were accepted. Ms. Manning made a motion to accept, seconded by Ms. DeWeese. The motion passed unanimously.

The minutes for the SIAAB Conference on October 24-26 were accepted. Mr. Shadid made a motion to accept, seconded by Mr. Kirk. The motion passed unanimously.

The minutes for the Roundtable Meeting on October 26 were accepted. Mr. Kirk made a motion to accept, seconded by Ms. Manning. The motion passed unanimously.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis stated that two people took the SIAAB training and passed in the last month.

Quality Assurance Coordinator

Mr. Wagner stated that the Department of Commerce and Economic Opportunity (DCEO) provided written notification that they are moving their target date back to June 30, 2018.

FOIA Officer

Ms. Manning stated there was nothing to report.

Mr. Wagner notified the Board he received an inquiry from a Miami Township Trustee regarding the presentation at the Fall Conference by Miami Township employees Clay McCord and Mukesh Singh. Mr. Wagner informed the requester that the presenters were not paid, and the link to presentation slides was provided.

Guidance Coordinator

Mr. Kirk stated there are no new inquiries.

OLD BUSINESS

FCIAA Committee Report and Guidance

Mr. Kirk stated that he presented the risk assessment guidance for comment by the Chief Internal Auditors on November 15 and gave 30 days for them to review the guidance. Additionally, he sent a reminder on November 27, 2017. The University of Illinois had comments on the guidance, which Mr. Kirk stated that he would look at. Mr. Kirk also noted that he had received a comment from Rita Moore of NEIU who had identified a duplicate word in one of the sentences and he had made the noted change to the draft document. He also received a comment from Desai Kishor of the Illinois Student Assistance Commission stating he thought the draft appeared reasonable and he had no further comments.

Fall Government Auditing Conference

Mr. Wagner stated the IIA plans to have a speaker in the next Fall Government Auditing Conference.

Proposed Bylaw Update

Mr. Wagner wrote a change to the bylaws to address the new ethics requirement, which went into effect January 2018. Ms. Zemaitis made a motion to accept, seconded by Mr. Kirk. The motion passed unanimously.

QAR Tracking of Agencies Relying on CMS Internal Audit

Mr. Rakers stated that there have been no updates in the past month.

NEW BUSINESS

SIAAB Schedule

Mr. Wagner presented the new dates for the 2018 calendar year for SIAAB. Ms. Manning made a motion to accept, seconded by Mr. Rakers. The motion passed unanimously.

Proposed Bylaw Updates

Mr. Wagner presented the proposed bylaw updates on 3.2.1, 3.2.2, and 3.4.4. Mr. Kirk made a motion to accept, seconded by Ms. Zemaitis. The motion passed unanimously.

Proposed Matrix Update

Mr. Wagner presented the proposed matrix update. Mr. Shadid made a motion to accept, seconded by Ms. DeWeese. The motion passed unanimously.

ANNOUNCEMENTS

The next regular meeting is scheduled for January 9, 2018, 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. DeWeese. Motion carried unanimously. Meeting adjourned at 1:16 p.m.