

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

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

**MINUTES**

**Board Meeting – February 13, 2018**

**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 1:09 p.m. by Vice Chair Leighann Manning in Springfield.

**ROLL CALL**

**Members Present/Location:**

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  
Jamie Nardulli, Department of Healthcare and Family Services– 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  
Julie Zemaitis, University of Illinois – Springfield

**Members Absent:**

H. Jay Wagner (Chair), Office of the Attorney General

**MINUTES**

The minutes for the January 9, 2018 SIAAB meeting were accepted. Mr. Shadid made a motion to accept, seconded by Ms. Nardulli. The motion passed unanimously.

**PUBLIC PARTICIPATION**

None.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis reported that one person took the SIAAB on-line training during the past month. Coleen Jordan, who is requested as ISBE's QAR Reviewer registered to take training.

### **Quality Assurance Coordinator**

Ms. Manning stated that ISBE requested that their review team be approved to begin the QAR process. Mr. Nolen made a motion to approve ISBE's team with the condition that the independent validator must take the training prior to beginning the QAR review process, seconded by Mr. Kirk. The motion passed unanimously.

### **FOIA Officer**

Ms. Manning stated there was nothing to report.

### **Guidance Coordinator**

Mr. Kirk stated there are no new inquiries.

## **OLD BUSINESS**

### **FCIAA Committee Report and Guidance**

Mr. Kirk shared correspondence from and his subsequent discussion with the Office of the Auditor General (OAG) regarding SIAAB Draft Guidance 08. The OAG agreed with the risk-based approach, and recommended SIAAB continue to consult with other constituencies that may be impacted by Guidance 08. He summarized the process over the past approximately two years in drafting Guidance 08. Discussion followed regarding other constituencies. A motion was made by Ms. Zemaitis to approve Guidance 08 which was seconded by Mr. Shadid. The motion passed with seven yes votes and Mr. Rakers and Mr. Kirk abstaining. Discussion followed regarding posting Guidance 08 to the SIAAB website for final Guidance. It was determined that Mr. Kirk would contact Jane Stricklin, Executive Director of the Legislative Audit Commission to ensure she had no issues with posting the final document (Ms. Stricklin had previously been contacted when the process began approximately two years ago). It was determined that if the Governor's Office were to have any recommendations to the Guidance that SIAAB would take them into consideration and revise as warranted.

### **Fall Government Auditing Conference**

Ms. Manning stated that there was nothing to report.

## **NEW BUSINESS**

### **Elections for Chair and Vice Chair**

Mr. Shadid made a motion to elect Ms. Manning for Chair. The motion passed unanimously with Ms. Manning abstaining.

Ms. Manning made a motion to elect Ms. Nardulli for Vice Chair. The motion passed unanimously with Ms. Nardulli abstaining.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for March 13, 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. Zemaitis. Motion carried unanimously. Meeting adjourned at 2:14 p.m.