

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – March 13, 2018

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 Leighann Manning in Springfield.

ROLL CALL

Members Present/Location:

Leighann Manning (Chair), Office of the Treasurer – Springfield
Jamie Nardulli (Vice Chair), Department of Healthcare and Family Services– Springfield
Stell Mallios, Office of the Secretary of State - Teleconference
Jack Rakers, Central Management Services - Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield
Julie Zemaitis, University of Illinois – Springfield
Rex Crossland, Department of Employment Security - Springfield
H. Jay Wagner, Office of the Attorney General - Chicago
Brent Nolen, Illinois State Police – Springfield
Natalie Covello, Department of Commerce and Economic Opportunity – Springfield
Amy De Weese, Department of Human Services – Springfield

MINUTES

A motion to approve the minutes for the February 13, 2018 SIAAB meeting was made by Mr. Shadid. The Board discussed the general format of documenting meeting minutes, Roberts Rules, as well as edits to the meeting minutes. Mr. Rakers will make edits to the meeting minutes and redistribute to the Board. A motion was made to table approval of the February meeting minutes until the April 2018 meeting.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that three persons took the SIAAB on-line training course since the last Board meeting and one person is currently registered to take the training course.

Quality Assurance Coordinator

Ms. Manning stated that the Department of Central Management Services (CMS) submitted a request for approval of their proposed Quality Assurance Review (QAR) team. Ms. Zemaitis noted the review period detailed in the request covers two fiscal years, a period which covers two different sets of IIA Standards. Mr. Rakers agreed to revise the QAR request to ensure the proposed period of review is covered by the current Standards.

Ms. Zemaitis also stated that the QAR request covers six additional State Agencies in addition to CMS. Mr. Rakers explained that CMS has entered into Intergovernmental Agreements with the six agencies to perform their internal audit function. As a result the process is the same for all agencies covered under the QAR request. Mr. Rakers also noted that a QAR covering more than one State Agency was accepted by SIAAB in a prior year. The Board reviewed the Fiscal Control and Internal Auditing Act (FCIAA) and the Bylaws regarding SIAAB's role within the QAR process. Mr. Nolen made a motion to approve the CMS team with the condition that the independent validator take the SIAAB training course prior to beginning the QAR review process. The motion was seconded by Mr. Crossland. Mr. Wagner abstained. The motion passed.

Mr. Wagner noted the Illinois Department of Human Rights (DHR) recently received a FCIAA finding, and it was realized they were not on the QAR tracking list. Consequently, DHR has never been sent a letter from SIAAB notifying them that their QAR is past due. DHR has been added to the tracking list. However, as the finding response indicates they are obtaining auditing services from CMS. Mr. Wagner stated he did not contact DHR and has had no correspondence with them.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Zemaitis stated there are no new inquiries.

OLD BUSINESS

FCIAA Committee Report and Guidance

Mr. Rakers noted that he is awaiting any changes and/or comments from the Office of the Governor regarding SIAAB Guidance 08 and intends to discuss those changes with the board at the April 2018 meeting.

Fall Government Auditing Conference

Mr. Wagner noted that there are currently three potential speakers for the 2018 Fall Conference.

NEW BUSINESS

Appointments of Coordinators

Ms. Manning presented the following appointments:

- Quality Assurance Coordinator – Jamie Nardulli
- Assistant Quality Assurance Coordinator – Leighann Manning
- Recording Secretary – Amy De Weese
- FOIA Officer – Leighann Manning
- Assistant FOIA Officer – Jack Rakers
- Conference Coordinator – H. Jay Wagner
- CPE Coordinator – Julie Zemaitis
- Guidance Coordinator – Julie Zemaitis
- Web Master – Julie Zemaitis

Ms. Zemaitis motions to approve the appointment of coordinators, seconded by Mr. Shadid. The motion passed unanimously.

Spring Chief Internal Auditor Roundtable

The Board discussed the need to coordinate a 2018 Spring Chief Internal Auditor Roundtable. Mr. Rakers made a motion to forego scheduling a Spring Chief Internal Auditor Roundtable, seconded by Mr. Shadid. The motion passed unanimously.

SIAAB Bylaws Section 1.2.2 TERMS

Mr. Shadid discussed the purpose and need of paragraph one, sentence three which states, “The Board may make a recommendation for Board appointment(s) to the Governor. Mr. Shadid motions to strike the sentence from the SIAAB Bylaws, seconded by Mr. Crossland. The motion passed unanimously.

SIAAB Webpage

Ms. Zemaitis noted that there were historical, previous versions of the SIAAB Bylaws and meeting minutes that are missing from the Boards webpage. Ms. Zemaitis stated the missing documents would be posted to the webpage soon.

State of Illinois Boards and Commissions Webpage

Ms. Zemaitis noted information regarding board members on the State of Illinois Boards and Commissions webpage needs updated. Mr. Rakers stated the necessary changes had been submitted by CMS.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 10, 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 Ms. Zemaitis, seconded by Mr. Shadid. Motion carried unanimously. Meeting adjourned at 2:54 P.M.