

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – August 14, 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
Gary Shadid, Illinois Office of the Comptroller – Springfield
Julie Zemaitis, University of Illinois – Springfield
Rex Crossland, Department of Employment Security – Video Conference - Chicago
H. Jay Wagner, Office of the Attorney General - Springfield
Natalie Covello, Department of Commerce and Economic Opportunity – Video Conference - Chicago
Amy De Weese, Department of Human Services – Springfield
Jack Rakers, Department of Central Management Services - Springfield
Brent Nolen, Illinois State Police - Springfield
Stell Mallios, Office of the Secretary of State - Teleconference

Members Absent:

Jamie Nardulli (Vice Chair), Department of Healthcare and Family Services (notified chair)

MINUTES

A motion to approve the minutes for the July 10, 2018 SIAAB meeting was made by Ms. Zemaitis. The motion was seconded by Mr. Shadid. Mr. Nolen abstained. The motion passed.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that three persons completed the SIAAB on-line training course since the last Board meeting. There is currently no-one registered for the course.

Quality Assurance Coordinator

Ms. Manning reported that there have been no team requests. Ms. Manning also reported that Governors State University (GSU) submitted their QAR Report. A motion was made by Mr. Shadid to accept the GSU QAR Report. The motion was seconded by Mr. Nolen. The motion passed.

Ms. Manning stated that several QAR's are coming due. A discussion among Board members was held regarding the history of the Board issuing letters to Chief Internal Auditors and Chief Executive Officers regarding late QAR's. The topic will be added to the agenda for the Fall Chief Internal Auditor Roundtable meeting.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Zemaitis stated there has been a revision to the GAO's Yellow Book of Generally Accepted Government Auditing Standards, which will go into effect July 1, 2019. One change relates to a modification of the peer review standard. A summary of changes will be provided for review at the next Board meeting.

OLD BUSINESS

Fall Government Auditing Conference

Mr. Wagner reported that all time slots have been filled for speakers during the Fall SIAAB Conference. Mr. Wagner also reported that the Institute of Internal Auditors – Springfield Chapter will consider whether they will begin invoicing agencies directly or will continue to require registrants to pay prior to attending. Mr. Wagner requested a motion to approve the posting of the Fall SIAAB Conference Brochure to the website. Mr. Shadid made a motion, seconded by Mr. Rakers. The motion passed unanimously.

Certified Professional Education (CPE) Policy

Ms. Zemaitis reported that the consideration to adopt a requirement of internal auditors to obtain 40 CPE hours each calendar year will be included in the agenda for the Chief Internal Auditor Roundtable session to be held during the Fall SIAAB Conference.

Ms. Zemaitis stated that the SIAAB bylaws require Chief Internal Auditors (CIA) to retain CPE documentation for 5 years and the Illinois Administrative Code requires CIA's to maintain CPE documentation for 6 years. Mr. Wagner made a motion to change the bylaws to require CIA's to maintain support of CPE from 5 to 6 years. The motion was seconded by Ms. Covello. The motion passed unanimously.

NEW BUSINESS

Mr. Crossland inquired as to whether the Board had any information regarding the Department of Innovation and Technology's (DoIT) role with internal audits. A suggestion was made to form a working group to consider this issue.

ANNOUNCEMENTS

The next regular meeting is scheduled for September 11, 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. Nolen. Motion carried unanimously. Meeting adjourned at 1:43 P.M.