

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – September 11, 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 1:01 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
Natalie Covello, Department of Commerce and Economic Opportunity – Chicago
Stell Mallios, Office of the Secretary of State – Chicago
Brent Nolen, Illinois State Police – Springfield
Jack Rakers, Department of Central Management Services – Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield
H. Jay Wagner, Office of the Attorney General – Springfield
Julie Zemaitis, University of Illinois – Springfield

Members Absent:

Rex Crossland, Department of Employment Security (notified chair)
Amy De Weese, Department of Human Services (notified chair)

MINUTES

A motion to approve the minutes for the August 14, 2018 SIAAB meeting was made by Mr. Nolen. The motion was seconded by Mr. Shadid. The motion passed unanimously.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that five persons have completed the SIAAB on-line training course and were awarded CPE certificates since the last Board meeting, and one has registered for the course and completion is pending.

Quality Assurance Coordinator

Ms. Narduli presented the QAR for the Illinois Office of the Comptroller (IOC), suggesting the date of the report be revised to reflect the date of submission to SIAAB, and recommending SIAAB accept the QAR. A motion was made to accept the QAR report by Mr. Rakers, seconded by Mr. Nolen. Motion passed unanimously with abstentions from Mr. Shadid (IOC Chief Internal Auditor) and Ms. Zemaitis (validator).

Ms. Narduli presented the team request for the Department of Children and Family Services (DCFS). A motion was made to accept the team request by Mr. Shadid, seconded by Mr. Rakers. Motion passed unanimously with an abstention from Ms. Covello (validator).

There was a discussion regarding communication with agencies with upcoming or late QARs. Mr. Wagner drafted possible bylaw language to promote consistency in communications with agency auditors and their chief executive officers. Mr. Rakers suggested clarifying what is meant by “appropriate audit liaison.” Mr. Wagner agreed to update the draft, and the possible bylaw proposal will be discussed at a future meeting and the CIA Roundtable.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Zemaitis discussed the revisions to the GAO’s Yellow Book of Generally Accepted Government Auditing Standards, which will go into effect July 1, 2019. Some of the key changes include:

- New format differentiating requirements from application guidance.
- Updated independence requirements.
- Revised peer review requirements.
- New guidance to address waste and abuse under government auditing standards.
- Updated internal control guidance for performance audits.

Ms. Zemaitis suggested a deeper dive into the revisions to identify what we may want to adopt, and suggested revisions be posted on SIAAB’s “What’s New” page. There was Board consensus on both.

OLD BUSINESS

Fall Government Auditing Conference

Mr. Wagner reported that all time slots have been filled for the Fall SIAAB Conference, requested approval to post the brochure and disseminate notification that registration is open. A motion was made by Ms. Zemaitis and seconded by Ms. Narduli. Motion passed unanimously.

Mr. Wagner discussed future conference planning, which is generally done five years in advance, and requested approval to change the 2019 Conference dates to October 22-24, 2019 and formally adopt October 24-26, 2023 as a Conference date. A motion was made by Mr. Shadid, seconded by Mr. Nolen. Motion passed unanimously.

Certified Professional Education (CPE) Policy

Mr. Wagner prepared draft language for the proposed CPE bylaw update to address the issue of retiring auditors based on an inquiry from Mr. Rakers. Mr. Wagner explained that, according to the IIA's CPE Policy, when a certified internal auditor fulfills the annual CPE requirements during a calendar year, they are considered conformant for the entire subsequent calendar year (i.e., they are not considered inactive/grace period until January 1 of the following year). Therefore, retiring auditors are exempt the requirement to obtain CPE during the calendar year they retire, as long as they remain retired during the subsequent calendar year. This will be added to the proposed bylaw update and discussed at the chief internal auditor roundtable.

NEW BUSINESS

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for October 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. Shadid, seconded by Mr. Rakers. Motion carried unanimously. Meeting adjourned at 1:47 P.M.