

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – November 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 1:03 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
Rex Crossland, Department of Employment Security – Springfield
H. Jay Wagner, Office of the Attorney General - Springfield
Amy De Weese, Department of Human Services – Springfield
Julie Zemaitis, University of Illinois – Springfield
Shayne Clennon by proxy, Department of Central Management Services - Springfield

Members Absent:

Natalie Covello, Department of Commerce and Economic Opportunity – Notified Chair
Brent Nolen, Illinois State Police – Notified Chair
Jamie Nardulli (Vice Chair), Department of Healthcare and Family Services
Stell Mallios, Office of the Secretary of State – Notified Chair

MINUTES

A motion to approve the minutes for the October 9, 2018 SIAAB meeting was made by Mr. Wagner. The motion was seconded by Mr. Shadid. The motion passed.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there were six completions of the SIAAB on-line training course and one person registered for the training course since the last Board meeting.

Ms. Zemaitis reported that SIAAB's CPE sponsor is up for renewal as it is scheduled to expire on December 31, 2018. The renewal has been submitted.

An inquiry was made as to whether the Board would accept Continuing Professional Education (CPE) hours for information system auditors that attended the Illinois Digital Government Summit even though the individuals would not receive CPE certificates for the training. The Board discussed this topic and will respond to the inquiry stating that SIAAB will accept the hours as CPE if the Information Systems Audit and Control Association (ISACA) recognizes the hours as CPE, and recommend that the auditors maintain some other documentation as evidence of completion.

Ms. Zemaitis stated that there may be some confusion surrounding a question presented to individuals that take the SIAAB on-line training course. A motion to remove the question, "Would you like to receive QAR Certification?" from the training course was made by Mr. Crossland. The motion was seconded by Mr. Wagner. The motion passed unanimously.

Quality Assurance Coordinator

Ms. Nardulli was absent. QAR Coordinator report will be addressed at December Board meeting.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Zemaitis stated that she uploaded to SharePoint a proposal of changes for Article II, Section V of the Bylaws regarding Continuing Education Requirements, to correlate with the new GAO, Government Auditing Standards: 2018 Revision. Chapter 4 of the 2018 Revision relating to CPE with relevant sections highlighted has been uploaded as well. Board members will review for discussion at the December meeting.

Conference Coordinator

Mr. Wagner reported that the results of the survey for the SIAAB Fall Conference was provided to the Board members. Ms. Zemaitis made a motion to accept the SIAAB Conference minutes. Mr. Shadid seconded the motion. The motion passed.

OLD BUSINESS

The Board discussed a brief recap of the CPE discussion held at the SIAAB Chief Internal Auditor Roundtable during the Fall Conference.

NEW BUSINESS

Ms. Manning stated that the 2019 meeting dates have been posted to the SIAAB website.

ANNOUNCEMENTS

The next regular meeting is scheduled for December 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 Mr. Wagner, seconded by Ms. Zemaitis. Motion carried unanimously. Meeting adjourned at 2:19 P.M.