

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

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

**MINUTES**

**Board Meeting – January 8, 2019**

**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 1:00 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  
Rex Crossland, Department of Employment Security – Springfield  
Stell Mallios, Office of the Secretary of State – Chicago – Video Conference  
James Misch, Proxy for Natalie Covello, Department of Commerce and Economic Opportunity – Chicago – Video Conference  
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:**

Amy De Weese, Department of Human Services (notified chair)

**MINUTES**

A motion to approve the minutes for the December 11, 2018 SIAAB meeting was made by Ms. Nardulli. The motion was seconded by Mr. Nolen. The motion passed unanimously.

## **PUBLIC PARTICIPATION**

None.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis reported that there were two completions of the SIAAB on-line training course and one expired course registration since the last meeting.

Ms. Zemaitis reported that the Illinois Department of Financial and Professional Regulation (IDFPR) provided the license certificate for the renewal for the SIAAB CPE sponsor license. The license expires December 31, 2019.

### **Quality Assurance Coordinator**

Ms. Nardulli presented the University of Illinois (U of I) Quality Assurance Review Team Request and supporting correspondence. The U of I will use the Institute of Internal Auditors (IIA) to perform an External Quality Assurance (EQA) review. A motion to accept was made by Ms. Nardulli, seconded by Mr. Crossland, with Ms. Zemaitis abstaining. The motion passed unanimously pending validator completion of the QAR training.

Ms. Nardulli presented the Department of Children and Family Services (DCFS) Quality Assurance Report. A motion to accept the report was made by Mr. Shadid, seconded by Mr. Rakers. The motion passed unanimously, with Mr. Misch abstaining.

### **FOIA Officer**

Ms. Manning stated there was nothing to report.

### **Guidance Coordinator**

Ms. Zemaitis stated there was nothing to report.

### **Conference Coordinator**

Mr. Wagner stated there was nothing to report.

## **OLD BUSINESS**

### **Late QAR Approach - Bylaws**

Mr. Wagner presented the following additions to the Bylaws:

- Engaging Chief Internal Auditors of Agencies Due for a QAR (new Bylaw 3.5.1)
- Engaging Agencies Delinquent on Their QAR (new Bylaw 3.5.2)

A motion to add the new sections to the Bylaws was made by Mr. Crossland, seconded by Ms. Zemaitis. The motion passed unanimously.

### **FCIAA Checklists**

Mr. Shadid stated there have been meetings with staff at the Office of the Comptroller and Central Management Services (CMS), and concerns were discussed over items that have been removed. Further, the certification checklists correspond to the Statewide Accounting Management Systems (SAMS) Manual, which is being updated and may impact checklist content.

### **Draft Changes to FCIAA**

Mr. Rakers indicated that updates to FCIAA have been drafted, and the current administration has asked that the proposal be presented to the incoming administration before sharing with SIAAB.

## **NEW BUSINESS**

### **Discuss committee creation**

Ms. Manning discussed that, in accordance with the Bylaws, committees should be approved by the Board. Ms. Manning further indicated the need to clarify the purpose of a possible committee.

Mr. Rakers indicated there were concerns not related to the FCIAA statute itself, which are unique to the agencies under the authority of the Governor; there was consensus that it may not be necessary for SIAAB to provide feedback. In regards to concerns to be addressed through FCIAA updates, there was discussion that SIAAB should provide feedback on proposed changes to FCIAA. Ms. Manning indicated that she does not support moving to form a committee until after we can see the FCIAA updates, and that a new Chair will be elected at the next meeting.

Mr. Crossland indicated he would like to see the challenges facing internal audit in regards to FCIAA, hiring, compensation, etc., discussed at a Spring Chief Internal Auditor roundtable.

### **Nominations for Chair and Vice Chair**

Ms. Manning stated a new Chair and Vice Chair will be elected at the February 13, 2019 meeting, and nominated Ms. Zemaitis as the next Chair.

Ms. Zemaitis nominated Mr. Wagner as the next Vice Chair.

### **ANNOUNCEMENTS**

The next regular meeting is scheduled for February 13, 2019, at 2:00 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. Crossland, seconded by Mr. Shadid. Motion carried unanimously. Meeting adjourned at 2:03 P.M.