

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – February 13, 2019

2:00 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 2:00 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
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
Jack Rakers, Department of Central Management Services - Springfield
Brent Nolen, Illinois State Police – Springfield
Jamie Nardulli (Vice Chair), Department of Healthcare and Family Services - 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

Members Absent:

Natalie Covello, Department of Commerce and Economic Opportunity.

MINUTES

A motion to approve the minutes for the January 8, 2019 SIAAB meeting was made by Mr. Shadid. The motion was seconded by Mr. Crossland. The motion passed.

PUBLIC PARTICIPATION

Amy Lyons, Department of Healthcare and Family Services - Springfield
Gila Bronner, CMS Consultant – Chicago – Video Conference

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there were five completions of the SIAAB on-line training course since the last Board meeting.

Ms. Zemaitis requested a motion to approve the changes made to Lesson number 5 of the SIAAB Internal Auditing Standards and Requirements in the State of Illinois Review Course. Ms. Nardulli made a motion, seconded by Mr. Wagner. The motion passed unanimously.

Quality Assurance Coordinator

Ms. Nardulli reported that the Illinois Department of Transportation submitted a QAR request to perform a self-assessment with external validation. Ms. Nardulli made a motion to approve the request pending completion of the SIAAB Review Course by the external validator. The motion was seconded by Ms. Zemaitis. Ms. De Weese abstained. The motion passed.

Ms. Nardulli reported she received the QAR report for Northeastern Illinois University (NEIU) since the last Board Meeting. Ms. Nardulli made a motion to accept the NEIU QAR report. The motion was seconded by Mr. Rakers. The motion passed.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Zemaitis stated that she e-mailed to the chief internal auditor's group Executive Order 2019-01, Strengthening the State's Commitment to Effective and Transparent Government in Compliance with The Laws, as well as the Executive Order 2019-01 Template distributed by the Governor's Office.

Conference Coordinator

Mr. Wagner stated there was nothing to report.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated that he has obtained the current Audit Manual from the Office of the Auditor General and this information will be reviewed as time allows.

Draft Changes to FCIAA

Mr. Rakers stated there is nothing to report.

Spring Chief Internal Auditor Round Table

Mr. Crossland proposed a four hour round table to include a presentation for one hour of CPE and the remaining time spent in break out sessions. The break out sessions would include three smaller groups that could brainstorm Internal Auditing topics such as rebuilding the auditor career path, staff development and recruitment, ways internal audit shops could leverage technology, Internal Audits role with the tone at the top and organizational culture. Mr. Wagner suggested that the round table be held after the May 2019 SIAAB Board meeting to allow for three additional Board meetings for planning. Mr. Crossland stated that he will continue to refine the subject matter as well as a proposed date. Board members are encouraged to provide Mr. Crossland or Ms. Zemaitis with any topic ideas. An update on the planning progress will be made at the March SIAAB meeting.

NEW BUSINESS

Elections

Ms. Manning nominated Ms. Zemaitis as the Board Chair. A motion was made by Mr. Crossland and seconded by Mr. Shadid. Ms. Zemaitis abstained. The motion passed.

Ms. Manning nominated Mr. Wagner as the Board Vice Chair. A motion was made by Mr. Crossland and seconded by Mr. Shadid. Mr. Wagner abstained. The motion passed.

ANNOUNCEMENTS

The next regular meeting is scheduled for March 12, 2019, 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 2:20 P.M.