

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

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

**MINUTES**

**Board Meeting – March 12, 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 Julie Zemaitis in Springfield.

**ROLL CALL**

**Members Present/Location:**

Leighann Manning, Office of the Treasurer – Springfield  
Gary Shadid, Illinois Office of the Comptroller – Springfield  
Rex Crossland, Department of Employment Security – Chicago – Video Conference  
H. Jay Wagner (Vice Chair), Office of the Attorney General - Springfield  
Amy De Weese, Department of Human Services – Springfield  
Julie Zemaitis (Chair), University of Illinois – Springfield  
Brent Nolen, Illinois State Police – Springfield  
Jamie Nardulli, Department of Healthcare and Family Services - Springfield  
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  
Stell Mallios, Office of the Secretary of State  
Jack Rakers, Department of Central Management Services

**MINUTES**

A motion to approve the minutes for the February 13, 2019 SIAAB meeting was made by Mr. Wagner. The motion was seconded by Mr. Nolen. The motion passed.

## **PUBLIC PARTICIPATION**

There was no public participation.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis reported that there were two completions and two registrations for the SIAAB on-line training course since the last Board meeting.

### **Quality Assurance Coordinator**

Ms. Nardulli reported that the University of Illinois submitted a revised application for their proposed QAR team as it was determined that another reviewer was needed. Ms. Nardulli requested that the Board approve the application with the condition that the reviewer who has not yet completed the SIAAB online training course do so. Mr. Wagner made a motion to approve the application. The motion was seconded by Mr. Shadid. Ms. Zemaitis abstained. The motion passed.

### **FOIA Officer**

Ms. Manning stated there was nothing to report.

### **Guidance Coordinator**

Ms. Zemaitis stated that there was nothing to report.

### **Conference Coordinator**

Mr. Wagner stated that he was preparing a survey to be sent to solicit topics and speakers.

## **OLD BUSINESS**

### **Executive Order 01**

Ms. Zemaitis stated the final reports are due March 18, 2019, and inquired of any further discussion. There was none.

## **FCIAA Checklists**

Mr. Shadid stated that he would seek participants to assist with the revision of the checklists.

## **Draft Changes to FCIAA**

Ms. Zemaitis reported on behalf of Mr. Rakers that there has been no movement legislatively and that the revisions remain at the Governor's Office.

Ms. Manning requested that Mr. Rakers state whether the draft changes have been provided to the Legislative Reference Bureau.

Ms. Zemaitis proposed to the Board that a letter be drafted and sent to the incoming administration at the Governor's Office introducing the Board, providing a description of the Board's role and purpose related to Internal Auditing for the State of Illinois and including an invitation to attend one of the Board's monthly meetings. Ms. Manning requested that the letter include a description of the areas for which SIAAB will or has historically provided guidance and input. Mr. Shadid made a motion to approve Ms. Zemaitis to prepare this letter and submit to the Office of the Governor. Ms. Manning seconded the motion. The motion passed.

## **Spring Chief Internal Auditor Round Table**

Mr. Crossland will work with Mr. Wagner to develop a survey to be sent to Chief Internal Auditors for ideas, input or topics for the Spring CIA Roundtable. Ms. Manning made a motion to approve the survey to be sent, seconded by Mr. Shadid. Mr. Crossland abstained. The motion passed.

Mr. Crossland will work with Mr. Shadid and Ms. Zemaitis to obtain availability of video conference rooms at the Department of Agriculture and the University of Illinois in Springfield sometime between May 15<sup>th</sup> and May 24<sup>th</sup>, 2019. Once a location is obtained a date will be determined.

## **NEW BUSINESS**

### **Board Coordinators**

Ms. Zemaitis appointed the following Board members to coordinator positions:

Quality Assurance Coordinator – H. Jay Wagner  
Assistant Quality Assurance Coordinator – Julie Zemaitis  
Conference Coordinator – H. Jay Wagner  
Guidance Coordinator – Leighann Manning  
FOIA Coordinator – Leighann Manning  
Assistant FOIA Coordinator – Jack Rakers

Secretary – Amy De Weese  
CPE/Webmaster – Julie Zemaitis

A motion to approve the coordinator appointments was made by Mr. Nolen and seconded by Ms. Nardulli. The motion passed.

In addition, Ms. Zemaitis will call on Board members to serve in various capacities throughout the year as needed. Mr. Shadid and Mr. Rakers will coordinate the revision of the FCIAA Checklists in the SAMS Manual. Mr. Crossland will continue to coordinate the Spring Chief Internal Auditor Round Table.

### **Board Statements of Independence and Confidentiality**

Mr. Shadid made a motion to approve all Board Statements of Independence and Confidentiality submitted by all Board members. Ms. Nardulli seconded the motion. The motion passed.

### **Review and Approve Prior Closed Meeting Minutes**

Ms. Zemaitis stated that the Board has not held any closed meetings.

### **Upcoming Quality Assurance Reviews**

Mr. Wagner requested a motion to approve e-mails to be sent to the Chief Internal Auditors of agencies for which a Quality Assurance Review is due to be completed within the next 18 months. The e-mail will provide the recipient with links to resources for completing the review. If an agency does not have a Chief Internal Auditor, then no e-mail will be sent. Ms. Manning made a motion to approve the request. Ms. De Weese seconded the motion. The motion passed.

### **Internal Auditor Position Series**

Ms. Nardulli reported that she received information regarding an Internal Auditor classification series that was distributed by the Department of Central Management Services (CMS) to Human Resources Divisions at State agencies. The information was not received in time for the Board to include it on this meeting's agenda for vote and the responses are due to CMS by March 29<sup>th</sup>, 2019. Ms. Zemaitis stated OMA permits discussion of items not specifically on the agenda, but no vote can be taken. Ms. Zemaitis stated that she plans to call a special meeting in accordance with the SIAAB Bylaws. Also in accordance with the SIAAB Bylaws, as Guidance Coordinator, Ms. Manning will distribute the information to the chief internal auditors.

### **ANNOUNCEMENTS**

The next regular meeting is scheduled for April 9, 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. Wagner. Motion carried unanimously. Meeting adjourned at 2:12 P.M.