

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – July 9, 2019

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 1:00 P.M. by Chair Julie Zemaitis in Springfield.

ROLL CALL

Members Present/Location:

Julie Zemaitis (Chair), University of Illinois – Springfield
Leighann Manning, Office of the Treasurer – Springfield
Gary Shadid, Illinois Office of the Comptroller – Springfield
Amy De Weese, Department of Human Services – Springfield
James Misch, Proxy for Natalie Covello, Department of Commerce and Economic Opportunity – Chicago – Video Conference (until 2:00 p.m.)
H. Jay Wagner (Vice Chair), Office of the Attorney General
Stell Mallios, Office of the Secretary of State (Audio Conference)
Jack Rakers, Department of Central Management Services
Jamie Nardulli, Department of Health and Family Services

Members Absent:

Rex Crossland, Department of Employment Security (Notified Chair)
Brent Nolen, Illinois State Police (Notified Chair)
Natalie Covello, Department of Commerce and Economic Opportunity (Notified Chair)

MINUTES

A motion to approve the minutes for the June 11, 2019, SIAAB meeting was made by Mr. Shadid. The motion was seconded by Mr. Misch. Mr. Rakers, Ms. Nardulli, Mr. Wagner and Ms. Mallios abstained. The motion passed.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there were three completions for the SIAAB on-line training course since the last Board meeting and one pending registration.

Ms. Zemaitis stated that as a result of feedback received from the IIA Quality Services, LLC, Quality Assurance Review Team of the University of Illinois, she will draft some suggested revisions to the on-line training course and provide to the Board for review.

Quality Assurance Coordinator

Mr. Wagner reported that the notification of late QAR letters for the Department of Military Affairs (DMA), Department of Natural Resources (DNR) and Department of Veterans' Affairs (DVA) were sent.

Mr. Wagner proposed that the Board hold on sending a late QAR notification letter to Chicago State University (CSU) based on communication from CSU.

The Department of Commerce and Economic Opportunity submitted a QAR report. Mr. Wagner made a motion to approve the report. The motion was seconded by Ms. Manning. Mr. Misch abstained. The motion passed.

The State Toll Highway Authority submitted a team request for performance of the QAR. Mr. Wagner made a motion to approve the team request. The motion was seconded by Mr. Shadid. The motion passed.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Manning stated there is nothing to report.

Conference Coordinator

Mr. Wagner reported that nine of eleven time slots for speakers have been filled and Raven Catlin has been secured as the keynote speaker. Mr. Wagner requested that he be notified of the names of anyone that may be considered to fill the remaining time slots.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid reported that he has coordinated a meeting with the Department of Central Management Services for July 22, 2019.

Draft Changes to FCIAA

Mr. Rakers stated that there is nothing to report and that he will inform the Board if there is any action on the topic.

Spring Chief Internal Auditor Round Table

Ms. Zemaitis reported that there will not be a 2019 Spring Internal Auditor Round Table meeting.

Internal Auditor Position Series

Mr. Rakers stated that there is no activity to report due to personnel changes at the Department of Central Management Services.

NEW BUSINESS

Internal Assessments

Ms. Zemaitis stated that the standards require performance of periodic internal assessments but is silent as to the frequency that the assessments are to be performed. The Quality Assurance Review Team of the University of Illinois provided feedback that SIAAB bylaw 3.4.1 regarding periodic internal assessments does not meet the IIA's frequency or content expectations for conformance with Institute of Internal Auditors Standards. Ms. Zemaitis stated that she will draft a proposed revision to SIAAB bylaw 3.4.1 and provide to the Board. There was also discussion of possibly drafting a SIAAB Guidance Document on periodic internal assessments.

Meeting Location

Ms. Zemaitis stated that the Board meeting location may need to change and that any changes would be communicated.

ANNOUNCEMENTS

The next regular meeting is scheduled for August 13, 2019, at 1:00 p.m. The meeting will be at the William G. Stratton Building, 401 South Spring Street, Video Conference Room 500 ½, 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.

ADJOURMENT

A motion to adjourn was made by Ms. Manning, seconded by Mr. Shadid. Motion carried unanimously. Meeting adjourned at 1:31 P.M.