

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

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

**MINUTES**

**Board Meeting – August 13, 2019**  
**1100 p.m.**

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**CALL TO ORDER**

A meeting of the State Internal Audit Advisory Board (SIAAB) was held at the William G. Stratton Building, 401 South Spring Street, Video Conference Room 500 1/2, 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  
Eric Williams, Proxy for Leighann Manning, Office of the Treasurer – Springfield  
Gary Shadid, Illinois Office of the Comptroller – Springfield  
Amy De Weese, Department of Human Services – Springfield  
H. Jay Wagner (Vice Chair), Office of the Attorney General - Springfield  
Stell Mallios, Office of the Secretary of State - Chicago (Video Conference)  
Jack Rakers, Department of Central Management Services, Springfield  
Jamie Nardulli, Department of Health and Family Services, Springfield  
Rex Crossland, Department of Employment Security – Chicago (Video Conference)  
Brent Nolen, Illinois State Police - Springfield  
Natalie Covello, Department of Commerce and Economic Opportunity - Chicago (Video Conference)

**Members Absent:**

Leighann Manning, Office of the Treasurer (Notified Chair)

**MINUTES**

A motion to approve the minutes for the July 9, 2019, SIAAB meeting was made by Mr. Shadid. The motion was seconded by Ms. Nardulli. Mr. Nolen abstained. The motion passed.

## **PUBLIC PARTICIPATION**

There was no public participation.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis reported that there was one completion of the SIAAB on-line training course since the last Board meeting and no pending registrations.

### **Quality Assurance Coordinator**

Mr. Wagner proposed that the Board continue to hold on sending a late QAR notification letter to Chicago State University (CSU). CSU intends to complete its QAR by the end of the month. The Board will assess the progress at the September 2019 Board meeting.

### **FOIA Officer**

Mr. Williams stated there was nothing to report.

### **Guidance Coordinator**

Mr. Williams stated there is nothing to report.

### **Conference Coordinator**

Mr. Wagner reported that there is one slot for the first day and third day of the conference that he is still working to fill. He also reported that moderators have been scheduled to host the Chief Internal Auditor, Staff Auditor and University roundtables. Mr. Wagner is still seeking a moderator to host the IT roundtable.

## **OLD BUSINESS**

### **FCIAA Checklists**

Mr. Shadid reported that the initiative has been put on hold due to competing priorities.

### **Draft Changes to FCIAA**

Mr. Rakers stated that there is nothing to report.

## **Internal Auditor Position Series**

Mr. Crossland reported that he is working with Mr. Mahoney, Department of Central Management Services, to arrange meeting dates to resume the effort to establish the Internal Auditor Position Series.

## **Internal Assessments**

Ms. Zemaitis opened the floor for comment regarding the proposed change to SIAAB bylaw 3.4.1. Mr. Wagner stated that he is working on drafting guidance regarding the performance of periodic internal assessments and expects to provide a draft to the Board for discussion at the September board meeting. Mr. Shadid made a motion to accept the proposed change to SIAAB bylaw 3.4.1. The motion was seconded by Ms. Nardulli. The motion passed unanimously.

## **QAR On-line Course**

The Quality Assurance Review Team of the University of Illinois provided proposed changes for the Quality Assurance On-line Course. The proposed changes were provided to the Board for review. After no additional discussion, Mr. Wagner made a motion to accept the proposed changes. The motion was seconded by Mr. Shadid. The motion passed.

## **NEW BUSINESS**

### **Meeting Location**

Mr. Wagner made a motion to change the Boards “Key Dates” document to suggest reserving the location for the Board meetings in January and July of each year. Mr. Nolen seconded the motion. The motion passed.

### **Continuing Professional Education Credit**

Mr. Wagner reported that Ms. Covello inquired as to whether CPE credit could be issued for performance of peer reviews. Mr. Wagner proposed that the Board consider allowing 5 CPE to be issued for performance of a SAIV. Mr. Wagner noted that this would align with the Institute of Internal Auditors policy for awarding CPE for peer reviews. Mr. Wagner also noted that the GAO does not allow CPE to be awarded for performance of peer reviews. The Board agrees that it would like to present this topic to the Chief Internal Auditors roundtable in the fall conference to seek input for consideration.

### **SIAAB Bylaw Change - Late QAR**

Ms. Zemaitis reported that there are two separate references in SIAAB bylaws 3.4.2 and 3.5.2 to procedures regarding the Boards role for late QARs. Ms. Zemaitis proposed striking the reference in bylaw 3.5.2. Mr. Crossland made a motion to accept the proposed change. The motion was seconded by Mr. Shadid. The motion passed.

## **OAG Audit Guide**

Ms. Zemaitis reported that the OAG has issued the update Audit Guide for 2019 and there are noted changes including revisions to Chapter 19 regarding Internal Audit compliance with the Fiscal Control and Internal Auditing Act and Internal Auditing Standards.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for September 10, 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.

## **ADJOURNMENT**

A motion to adjourn was made by Mr. Shadid, seconded by Mr. Crossland. Motion carried unanimously. Meeting adjourned at 1:50 P.M.