

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – October 8, 2019

1:00 p.m.

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

Members Absent:

Natalie Covello, Chicago State University - (Notified Chair)

MINUTES

A motion to approve the minutes for the September 10, 2019, SIAAB meeting was made by Mr. Nolen. The motion was seconded by Mr. Crossland. Ms. Mallios abstained. The motion passed.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

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

Quality Assurance Coordinator

Mr. Wagner reported that Chicago State University submitted an updated team request for performance of the Quality Assurance Review reflecting the change in Chief Internal Auditors. Mr. Wagner made a motion to approve the team request submitted by Chicago State University. Mr. Nolen seconded the motion. The motion passed.

Mr. Wagner reported that the Self-Assessment with Independent Validation (SAIV) was submitted for the Illinois Department of Transportation (IDOT) and that the review was performed by Amy De Weese. Mr. Wagner made a motion to accept the IDOT SAIV report. Ms. Manning seconded the motion. Ms. De Weese abstained. The motion passed.

FOIA Officer

Ms. Manning stated that she has not had an opportunity to review the record retention requirements for maintaining physical files containing QARs submitted to SIAAB. Furthermore, Ms. Manning reported that there have been no FOIA requests.

Guidance Coordinator

Ms. Manning stated that the exposure draft regarding internal assessments was sent to the Chief Internal Auditors on September 11, 2019 and that no feedback has been received to date. In addition, Ms. Manning reported that the OMB Revised 2019 Compliance Supplement was sent to the Chief Internal Auditors today, October 8, 2019.

Conference Coordinator

Mr. Wagner reported that to date there have been 123 registrations for the SIAAB Fall Conference and 60 registrations for the Round Tables.

Mr. Wagner noted that in prior years the Institute of Internal Auditors (IIA) was accounting separately for revenues and expenses for the SIAAB Fall Conference. Once all payments were received and expenditures made for the SIAAB Fall Conference, the net profit or loss was recorded as a restricted net asset on the Institute of Internal Auditors Financial Statements. The IIA voted to reclass the current balance from restricted net assets to net income/loss and to discontinue the reporting of the profit or loss as restricted at the 2019 annual Board meeting. Traditionally, the profit/loss from the SIAAB Fall conference is immaterial. Ms. Manning made a motion to approve this change, seconded by Mr. Wagner. The motion passed unanimously.

OLD BUSINESS

FCIAA Checklists

Mr. Shadid stated that the project is currently on hold pending other priorities. In addition, he stated that his office is performing research and will coordinate the effort with Mr. Rakers and Ms. Zemaitis once the project resumes. He currently does not have an estimated timeline to report.

Internal Auditor Position Series

Mr. Crossland stated that he reached out to the Department of Central Management Services, however, no further progress has been made.

Meeting Location

Mr. Wagner stated that beginning in November 2019 the Chicago location for the SIAAB Board meetings will change to JRTC 09-035.

SIAAB Bylaw Change - Continuing Education Requirements

Mr. Wagner reported that the exposure draft was sent to the Chief Internal Auditors and that feedback is currently being incorporated into the draft which will be presented as a discussion topic for the CIA Roundtable discussion at the 2019 SIAAB Fall Conference.

NEW BUSINESS

SIAAB Bylaw 2.5.1

Ms. Zemaitis proposed clarifying SIAAB Bylaw 2.5.1 to replace the word “should” with “must” for the requirement of 20 hours of government related CPE so the wording is consistent throughout the Bylaw. The proposed change was provided to board members for review. Mr. Wagner added that the GAO uses the term “should” which is consistent with how the IIA uses the word “must.” This is to clarify that also for SIAAB purposes the intent was that it is required. Mr. Wagner made a motion to accept the change to SIAAB Bylaw 2.5.1. Mr. Shadid seconded the motion. Mr. Crossland opposed the motion. The motion passed.

SIAAB Website for Job Postings

Ms. Zemaitis requested the Board’s input regarding posting positions that are not directly related to the State Internal Audit function but rather other State accounting/fiscal positions. Considering no strong support for changing, the Board will continue to post only State internal Audit job positions on the SIAAB website as requested.

Ms. Zemaitis stated that the website traffic report was made available to officers and the trend detailed a spike in traffic during July 2019.

ANNOUNCEMENTS

The next regular meeting is scheduled for November 12, 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 9-035 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. Nolen. Motion carried unanimously. Meeting adjourned at 1:35 P.M.