

# STATE OF ILLINOIS INTERNAL AUDIT ADVISORY BOARD

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

## MINUTES

**Board Meeting, May 12, 2010**

**1:00 p.m.**

### Call to Order

The regularly scheduled 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 9-035, Chicago, Illinois. The meeting was called to order at 1:17 p.m. by Julie Zemaitis, Chair. Jewel Bishop, Illinois Office of Internal Audit, attended and recorded the minutes.

### Roll Call

#### **Members Present/Location**

Julie Zemaitis (Chair), University of Illinois – Springfield  
Lesslie Morgan (Vice Chair), Office of the Attorney General – Springfield  
Rusti Cummings, Office of the Comptroller – Springfield  
Debbie Abbott, Illinois Office of Internal Audit – Springfield  
Barb Ringler, Office of the Treasurer – Springfield  
Nancy Bowyer, Office of the Secretary of State – Chicago (video conference)

### Minutes

The minutes for the April 14, 2010 meeting were reviewed and revisions made as follows:

1. CPE Coordinator Report, replace 2<sup>nd</sup> paragraph with the following: “Ms. Morgan also reported she contacted the IIA on April 13, 2010 to confirm if her permission to reprint IIA Standards is still in good standing. Ms. Morgan’s permission is based on her work associated with the Office of the Attorney General and on the SIAAB. The current permission was granted on 1/12/09 and was good for two years. During her phone conversation with the IIA, Ms. Morgan was informed that the IIA has a new “request for permission” form which they asked Ms. Morgan to complete. Ms. Morgan completed the new form and faxed it back. The IIA informed Ms. Morgan they are switching to an annual approval instead of every two years. Ms. Morgan’s permission form was approved the same day and is good through April 13, 2011.”
2. FOIA Officer Report, 3<sup>rd</sup> paragraph, delete 3<sup>rd</sup> sentence and replace with the following: “Each Board member designated in the table will provide copies of documents to the Freedom of Information Officers.”
3. FOIA Officer Report, 5<sup>th</sup> paragraph, delete 1<sup>st</sup> sentence and replace with the following: “Ms. Cummings informed the Board that she had requested to have a FOIA email account set up for her through the Office of the Comptroller.”

4. FOIA Officer Report, after Question 2, add the following: “3) What level of quality assurance documents are releasable for FOIA requests?”

Ms. Cummings motioned to approve the minutes as revised and Ms. Ringler seconded. The motion unanimously carried.

### **Reports**

#### **CPE Coordinator – Online Quality Assurance Review Training Update**

Ms. Morgan reported that one person is still registered, but has not completed the course. Ms. Morgan also reported that she reissued a CPE certificate for the 2007 SIAAB Fall Conference to a Crowe staff member.

Ms. Morgan will request that Ed Mascorro add a 2010 copyright notice to the on-line training.

Ms. Morgan reported that she had received an inquiry from the Illinois Student Assistance Commission. Currently, the Commission outsources their internal audit function. The Commission was looking for an interpretation of the requirements of SB 51 and whether or not the Commission would be required to change to an in-house internal audit function. FCIAA requirements dictate that the Internal Audit function located within the entity should be full time, but specialized skills to conduct specific audits could be outsourced. Ms. Zemaitis also received an inquiry from an independent firm regarding an interpretation as to whether or not total outsourcing of the internal audit function would meet FCIAA requirements. Ms. Zemaitis had also communicated to him the same FCIAA requirements and directed him to the IIA position paper entitled: The Role of Internal Audit in Resourcing the Internal Audit Activity.

#### **FOIA Officer**

Ms. Cummings stated that there were still new or revised FOIA-related documents that required Board attention. – revised SIAAB Bylaws, public records reference table, and the Board’s record retention policy.

Revised SIAAB Bylaws - The Board briefly discussed the proposed revisions to the Bylaws but postponed voting on the changes until June’s meeting.

SIAAB Record Retention Policy – There was also a brief discussion regarding SIAAB’s current Record Retention Policy. The Board postponed recommending any changes until further discussion at the June meeting.

Public Records Reference Table – The Board discussed the Public Records Reference Table (Table) and made suggested changes/corrections. A column was added to include the retention schedule of the document. Motion to approve the Table as revised was made by Ms. Morgan and seconded by Ms. Abbott. Motion was unanimously approved.

Board members are in the process of gathering documents for the Freedom of Information Officers. Ms. Morgan stated that she had the member of her staff that was helping gather/copy documents sign a Confidentiality Statement which Ms. Morgan gave to Ms. Zemaitis.

It was noted that when a Board member sends a designee to attend a meeting in their place, the designee should complete a Confidentiality Statement and Independence form. The completed forms should be given to the Board Chairperson.

Ms. Cummings raised the subject of minutes of closed meetings. The Open Meetings Act was revised in 2007 to require that minutes of closed meetings be reviewed every six months to determine if the need to keep the minutes confidential remains. The Board held four closed meetings in late 2006. No one was sure if the Chair at the time had prepared minutes of the closed meetings. The Board does, however, have a tape recording of the closed meeting held December 28, 2006. Ms. Ringler agreed to type up the minutes of that meeting. As far as the other three meetings, no official minutes have been located. Ms. Bishop will check IOIA files for minutes from the closed meetings. This issue will be discussed again at the June meeting.

It was noted that emails regarding decision and non-action only issues should be sent to the FOIA dedicated email accounts. Ms. Ringler should also have a FOIA dedicated e-mail account set up for her through the Office of the Treasurer.

### **Recess for Committee Meetings**

Performance Committee and Executive Committee reports were tabled until the June meeting.

A suggestion was made to schedule extra meetings September – October 2011 to handle review of Quality Assurance Reviews. This will be discussed further at the June meeting.

### **Old Business**

**IIA Exposure Draft** – There was discussion regarding the IIA exposure draft. Several issues of concern were raised: 1) Glossary – Chief Audit Executive; 2) External Service Provider – appears to allow total outsourcing of internal audit function, and 3) 2010-a2 shouldn't begin audit with outcome. Comments on the Exposure Draft will be accepted by the IIA through May 14.

**Fall Conference** – Item was postponed until the June meeting.

### **New Business**

**IOIA Deconsolidation (SB 51)** –Item was postponed until the June meeting.

### **Ethics Officer**

Ms. Abbott reported that she received an inquiry from the Office of the Governor, Matt Bergbower, regarding whether or not SIAAB had a designated Ethics Officer. In the past, a specific Board member has not acted as the Ethics Officer. The Ethics Officer for each of the member's designated office acts in this capacity. Ms. Zemaitis will respond to Matt Bergbower.

Ms. Abbott and Ms. Zemaitis had been working on the reappointment of Ms. Zemaitis to the Board. Ms. Zemaitis said there is a new process for seeking appointment to a boards or commission under the Governor. Anyone interested in an appointment can nominate

themselves, or be nominated, through a process available on the Governor's website. Ms. Zemaitis informed the Board that she had nominated herself for reappointment to the Board.

**Announcements**

The next regular meeting will be June 9, 2010 at 1:00 p.m. at the Capital City Center's Video Conference Room #104, 130 West Mason, Springfield, Illinois. For those attending via video conference in Chicago, Room 9-035 of the JRTC has been reserved.

**Adjournment**

A motion to adjourn the Regular Session was made by Ms. Morgan and seconded by Ms. Ringler. The motion passed and the meeting with adjourned at 3:19 p.m.