

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting-December 10, 2013

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 9-036, Chicago, Illinois. The meeting was called to order at 1:02 p.m. by Stephen Kirk in Springfield.

ROLL CALL

Members Present/Location:

Julie Zemaitis (Chair), University of Illinois – by phone until 2:15 p.m.

Debbie Abbott, Central Management Services-Springfield

Barb Ringler, Office of the Treasurer

Stell Mallios, Office of Secretary of State- Chicago

Tracy Allen, Office of the Comptroller – Springfield

Stephen Kirk, Department of Transportation - Springfield

Jane Cullen, Illinois Emergency Management Agency - Springfield

Gary Shadid-Illinois Department of Commerce and Economic Opportunity- Springfield

Member Absent:

Marcus Dodd (Vice Chair), Illinois Department of Employment Security – Chicago

Lesslie Morgan-Office of the Attorney General- Springfield

MINUTES

The November 12, 2013, meeting minutes were presented to the Board for discussion and approval. There were no suggested changes. A motion was made by Mr. Allen and seconded by Ms. Abbott to accept the November 12, 2013, minutes as presented. The motion carried unanimously.

NEW BUSINESS

Financial Reporting Standards Board Internal Audit Guidelines

Mr. Allen provided the Board with an overview of the activities discussed during the December 4, 2013, meeting of the Financial Reporting Standards Board (FRSB). He also distributed a copy of the draft audit guidelines prepared by FRSB to the Board members. Mr. Allen reiterated that at this time the FRSB would like the draft guidelines to remain confidential and not be distributed to parties outside the SIAAB. Board members had a lively discussion about the contents of the draft guidelines and agreed to submit comments regarding the draft guidelines for submission to the FRSB. Mr. Allen has agreed to coordinate this effort.

Mr. Allen also stated that the FRSB has requested that at least two additional members of the SIAAB attend the next scheduled meeting of the FRSB with him on January 22, 2014, at 9:00 a.m. The meeting will be held at the Comptroller's Office in Springfield, Illinois. This is a public meeting and all SIAAB members were invited to attend. Ms. Zemaitis volunteered to attend as a representative of the SIAAB. Ms. Abbott, Mr. Kirk, Mr. Shadid, Ms. Ringler, and Ms. Cullen also expressed interest in attending the January 22nd meeting. (Ms. Zemaitis exited the meeting at this time.)

Elections

Mr. Kirk reminded Board members that nominations for Chair and Vice Chair are due at the January Board Meeting

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis was not available to provide an update on CPE activities due to scheduling conflicts.

FOIA

The FOIA Officer was not available to provide an update on FOIA requests due to scheduling conflicts.

Guidance Coordinator

Mr. Kirk reported that he provided the Board with a copy of the rough draft SIAAB Guidance 14-03 – Internal Audit Committee in State of Illinois Government. Mr. Kirk is requesting review comments from the Board prior to the next scheduled Board meeting.

Quality Assurance Coordinator

The Quality Assurance Coordinator was not present to provide an update on pending quality assurance activities.

OLD BUSINESS

Revisions to Description of the Internal Audit Advisory Board Webpage

Ms. Zemaitas was not available to discuss the status of this project due to scheduling conflicts.

Status of Fall Conference

Mr. Allen provided an update on the status of collection activities for the 2013 Fall Conference. \$7,370 in registration fees has been collected to date. Two additional registered attendees have requested that the fee be waived. These individuals were unable to attend the conference due to illness. Mr. Allen moved to grant a medical waiver to these individuals. Ms. Abbott seconded the motion. The motion carried unanimously.

Mr. Allen also distributed contracts for the 2014 Fall Conference for the dates of October 29 – 30, 2014.

SIAAB Resource Page

Ms. Zemaitas was not available to provide an update on changes to the SIAAB Resource Page. Ms. Cullen requested that the Board consider including posting state auditing employment opportunities on the SIAAB web site to assist states agencies in their recruitment efforts.

Records Retention Project

The Board discussed that it was previously determined that the Records Retention project is not urgent and will be tabled for later discussion.

ANNOUNCEMENTS

The next regular meeting is scheduled for January 15, 2013 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 JRTC will be reserved.

ADJOURNMENT

A motion made by Mr. Shadid to adjourn the meeting and was seconded by Ms. Cullen. The motion carried unanimously and the meeting was adjourned at 2:45 p.m.