

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting-July 9, 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 1:06 p.m. by Chairman Hathhorn in Chicago.

ROLL CALL

Members Present/Location:

Douglas Hathhorn (Chairman), Illinois Department of Revenue- Chicago
Debbie Abbott, Central Management Services-Springfield
Lesslie Morgan-Office of the Attorney General- Springfield
Barb Ringler, Office of the Treasurer- Springfield
Tracy Allen, Office of the Comptroller – Springfield
Stell Mallios, Office of Secretary of State- Chicago
Steve Kirk, Department of Transportation - Springfield
Jane Cullen, Illinois Emergency Management Agency - Springfield
Gary Shadid-Illinois Department of Commerce and Economic Opportunity- Springfield
Julie Zemaitis, University of Illinois – Springfield – Springfield

Members Absent

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

MINUTES

The June 11, 2013, meeting minutes were presented to the Board for discussion and approval. A motion was made by Ms. Morgan and seconded by Ms. Cullen to accept the June 11, 2013 minutes. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Update from Julie Zemaitis indicated that 5 individuals have completed the QAR Course and 5 individuals are pending completion since the last meeting.

FOIA

Ms. Ringler had nothing to report.

Guidance Coordinator

Mr. Kirk had nothing new to report and we will discuss the guidance statements later in the meeting.

Quality Assurance Reviews – Current Reviews and Request

Chairman Hathhorn completed the letter to the ISBE and will send all finalized QAR forms to Ms. Ringler and Ms. Abbott to be maintained. No other items are pending regarding QAR.

New Business

2013 Fall Conference

The Board discussed the 2013 Fall Conference. The conference has been scheduled for Tuesday and Wednesday, October 29th and 30th. We talked about having the break-out time for all Chief Internal Auditors (CIAs) and University staff during an extended lunch period on each day.

SIAAB was able to get Northfield to provide a separate lunch service for the break-out lunch meetings in a separate meeting room from the main dining room. This will help facilitate the lunch break-out meetings. In addition, Mr. Minder will be giving two separate presentations on the second day of the conference with one presentation on the COSO Framework and another on risk assessment in performing audit projects.

The Board discussed the cost of the conference and the projected cost per person for this year is \$61 per person. The Board has about \$2,000 on account with the IIA and the discussion was to charge \$55 per attendee for the 2013 Fall Conference.

A motion was made by Ms. Zemaitis and seconded by Mr. Shadid to approve a conference fee of \$55 for the SIABB 2013 Fall Conference. The motion carried unanimously.

The Chairman will complete the brochure, make arrangements with Northfield and speakers, and official release and post the SIAAB 2013 Fall Conference prior to the next meeting.

Discussion of comments on Guidance Statements and final approval

Steve Kirk presented to the Board the review comments received from Chief Internal Auditors on Guidance Statements 13-01 and 13-02. The Board reviewed comments from Denise Caldwell, Jay Wagner, Kenneth Clow, Mark Kimmet and Staci Crane. The following actions were taken based on the review comments:

- Corrected some minor grammar issues and spelling in 13-01 and 13-02.
- Change the wording in the first paragraph 13-02 based on comments received from Mark Kimmet.

A motion was made by Ms. Morgan and seconded by Mr. Shadid to accept Guidance Statement 13-01 and 13-02 as amended during the discussion of the Board meeting. The Guidance Coordinator (Steve Kirk) will finalize the documents and present them to the Chairman. Chairman will perform a final review and then send Guidance Statements 13-01 and 13-02 to all Chief Internal Auditors as final. In addition, the Guidance Statements will be posted to the SIAAB web-site. The motion carried unanimously.

Old Business

Record Retention Listing

This has been tabled to the next meeting. Ms. Abbott will provide some information on this matter at the next Board meeting.

Appointments

Ms. Zemaitis was re-appointed by the Governor Through February 1, 2016.

ANNOUNCEMENTS

The next regular meeting is scheduled for August 13, 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

Motion made by Mr. Kirk to adjourn the meeting.

Second: Ms. Abbott

Vote was unanimous and the meeting was adjourned at 2:25 p.m.