

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting-September 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 1:03 p.m. by Acting Chairman Dodd in Chicago.

ROLL CALL

Members Present/Location:

Marcus Dodd (Vice Chair), Illinois Department of Employment Security - Chicago
Debbie Abbott, Central Management Services-Springfield
Lesslie Morgan-Office of the Attorney General- Springfield
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
Stell Mallios, Office of Secretary of State- Chicago

Members Absent:

Barb Ringler, Office of the Treasurer- Springfield
Tracy Allen, Office of the Comptroller – Springfield

Douglas Hathhorn is no longer a member of SIAAB as he has left the employment of the State of Illinois.

MINUTES

The August 13, 2013, meeting minutes were presented to the Board for discussion and approval.

Mr. Dodd reviewed changes to the minutes which Ms. Zemaitis submitted in advance of the meeting. No additional changes were suggested.

A motion was made by Mr. Shadid and seconded by Mr. Kirk to accept the August 13, 2013 minutes. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Update from Ms. Zemaitis indicated that two individuals have completed the QAR Course and no individuals are pending completion since the last meeting. CPE Certificates were sent for the two individuals.

There was discussion of the listing of individuals who have taken the QAR Course and have indicated on the Quality Assurance Review Course Participants list on the SIAAB website that they would like to be QAR Certified. These individuals represent the current pool of individuals who could serve as Quality Assurance Special Assistants. Mr. Dodd agreed to propose a draft revision the section of the Bylaws which refers to appointing the special assistant coordinators at the March meeting.

FOIA

Mr. Dodd reported on behalf of the absent FOIA officer that there was no FOIA activity.

Guidance Coordinator

Mr. Kirk indicated that he had nothing to report.

Quality Assurance Reviews – Current Reviews and Request

Mr. Dodd indicated that the CMS QAR had been reviewed timely, and a Special Assistant completed the review of the QAR. There was discussion among the Board that the completed QAR needed to be distributed to the Board for their review and subsequent approval. Mr. Dodd agreed to follow-up on this.

There was discussion amongst the Board about a QAR tracking spreadsheet. Mr. Shadid agreed to follow-up on this with Mr. Kirk.

New Business

Vote for SIAAB Chair and Vice-Chair

There was discussion amongst the Board about the vacant positions. Ms. Zemaitis volunteered to serve as Chair for remainder of the current term. A motion was made by Mr. Kirk, and seconded by Mr. Shadid. The vote passes unanimously, subject to Ms. Zemaitis's abstention.

The Board discussed that no vote was needed for Mr. Dodd to remain as Vice-Chair of SIAAB.

Discussion of the QAR Matrix – 2013 Standards Version

Ms. Zemaitis discussed that the updated guidance in the current IIA QAR Manual provides greater guidance than in the past, and the guidance is more comprehensive in certain areas than the SIAAB Quality Assurance Matrix for the Standards effective January 1, 2013. The Board discussed performing a comparison between the SIAAB Matrix and the IIA QAR Manual. This effort will be taken up after the updating of the SIAAB Resource page.

Status of the Fall Conference

Mr. Dodd reported that things were moving along as planned regarding the conference. Tracy Allen has taken over a large amount of the responsibility for coordinating the conference, and will lead in the effort to re-contact / confirm our speakers. No further issues were discussed.

Old Business

SIAAB Resource Page

The Board discussed the need to update the resource page as a priority as it is the face of SIAAB to many people. We discussed that Ms. Zemaitis will work with the SIAAB Webmaster to create a mock-up of a revised resource page for the Board to review and comment on. Ms. Zemaitis hopes to have the mock-up completed by September 24th.

Records Retention project

The Board discussed that this project will be taken up after the SIAAB Resource page is updated and the QAR Matrix is reviewed.

New Business

Acting Roles within SIAAB

Ms. Zemaitis discussed the need to reassign acting Coordinator roles and assignments within SIAAB based on the change in the Chair. A motion was made for Ms. Zemaitis to serve as QAR Coordinator by Mr. Kirk, and seconded by Mr. Shadid. The vote passes unanimously, subject to Ms. Zemaitis's abstention. Mr. Allen will remain as Conference Coordinator.

ANNOUNCEMENTS

The next regular meeting is scheduled for October 8, 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: Mrs. Morgan

Vote was unanimous and the meeting was adjourned at 2:23 p.m.