

**STATE OF ILLINOIS**  
**INTERNAL AUDIT ADVISORY BOARD**

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

**MINUTES**

**Board Meeting-January 15, 2014**

**1:00 p.m.**

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**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 1:01 p.m. by Julie Zemaitis in Springfield.

**ROLL CALL**

**Members Present/Location:**

Julie Zemaitis (Chair), University of Illinois – Springfield  
Marcus Dodd (Vice Chair), Illinois Department of Employment Security – Chicago  
Debbie Abbott, Central Management Services-Springfield  
Stell Mallios, Office of Secretary of State- Chicago  
Lesslie Morgan-Office of the Attorney General- Springfield  
Barb Ringler, Office of the Treasurer - Springfield  
Tracy Allen, Office of the Comptroller – Springfield  
Stephen Kirk, Department of Transportation - Springfield  
Jane Hewitt, Department of Human Services - Springfield  
Gary Shadid-Illinois Department of Commerce and Economic Opportunity- Springfield

**Member Absent:**

None

**MINUTES**

The December 10, 2013, meeting minutes were presented to the Board for discussion and approval. There were no suggested changes. A motion was made by Ms. Abbott and seconded by Mr. Shadid to accept the December 10, 2013, minutes as presented. The motion carried unanimously.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis reported that for the period of December 10, 2013 through January 15, 2014, four individuals had registered for the 2013 QAR Course and all were pending completion. Additionally, Ms. Zemaitis reported that the Board's CPE Sponsor License had been renewed with the Illinois Department of Financial and Professional Regulation and the Certificate had been received. The License expires December 31, 2014.

### **Quality Assurance Coordinator**

Ms. Zemaitis reported that there had been no QAR activity since the last meeting.

### **FOIA Officer**

Ms. Ringler reported that there had been no FOIA requests since the last meeting.

### **Guidance Coordinator**

Mr. Kirk reported that he had provided the Board with a copy of the rough draft SIAAB Guidance 14-03 – Internal Audit Committee in State of Illinois Government, and had requested review comments from the Board. Discussion followed, and minor revisions were proposed. Motion made by Ms. Morgan and seconded by Mr. Dodd to approve the draft as revised and for the Guidance Coordinator to distribute to and seek comment from State of Illinois Chief Internal Auditors. The motion carried by a vote of 9 yes, 0 no; Mr. Kirk abstained.

## **OLD BUSINESS**

### **Financial Reporting Standards Board Draft Internal Audit Guidelines (Guidelines)**

Ms. Zemaitis had provided the Board with a copy of the draft Guidelines which included summarized comments by the Board members as well as the Board's suggested revisions for consideration by the Financial Reporting Standard Board (FRSB).

Ms. Zemaitis and Mr. Allen both reported that each had separately contacted Ms. Kathleen Madonia, Illinois Office of the Comptroller, Director of Financial Reporting, to communicate the Board's concern that the Guidelines are not to be distributed to other State internal audit chiefs for comment. Both respectfully requested that the FRSB grant the State internal audit chief community be given the opportunity to comment before the Guidelines are finalized.

A lively discussion of the draft Guidelines, summarized comments, and suggested revisions followed. Ms. Zemaitis agreed to further refine the Board's comments, provide a copy to the Board members, and provide a copy to Ms. Madonia for distribution to the FRSB prior to the FRSB's next meeting. Ms. Zemaitis will present the Board's comments and suggested revisions to the FRSB at that meeting. Mr. Dodd, Mr. Kirk, Mr. Shadid, Ms. Morgan, Ms. Hewitt, Ms. Abbott, Mr. Allen, and Ms. Ringler expressed an interest in attending on behalf of their respective agencies. The FRSB's next meeting is scheduled for January 22, 2014, at 9:00 a.m., and the Illinois Office of the Comptroller, 325 W. Adams, Springfield, Illinois.

### **SIAAB Resource Page**

The Board discussed that it was previously determined that the SIAAB Resource Page is not urgent and will be tabled for later discussion.

### **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.

### **New Business**

#### **Nominations for Chair and Vice Chair**

Ms. Zemaitis opened the floor for nominations for SIAAB Chair. Ms. Morgan nominated Mr. Dodd. Ms. Zemaitis called for further nominations for SIAAB Chair. Hearing none, Ms. Zemaitis closed the nominations.

Ms. Zemaitis opened the floor for nominations for SIAAB Vice Chair. Ms. Morgan nominated Mr. Shadid. Ms. Zemaitis called for further nominations for SIAAB Vice Chair. Hearing none, Ms. Zemaitis closed the nominations.

Elections will be held at the February meeting, per the SIAAB Bylaws.

#### **Proposed Revision to SIAAB November Meeting Date**

Motion was made by Mr. Allen, seconded by Ms. Hewitt, to revise the November 11, 2014, meeting date to November 12, 2014, as November 11 is Veteran's Day. Motion carried unanimously.

### **ANNOUNCEMENTS**

The next regular meeting is scheduled for February 11, 2014, 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 to adjourn was made by Mr. Kirk, seconded by Ms. Morgan. Motion carried unanimously. Meeting adjourned at 2:56 p.m.