

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting-March 11, 2014

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 1:04 p.m. by Marcus Dodd in Chicago.

ROLL CALL

Members Present/Location:

Marcus Dodd (Chair), Illinois Department of Employment Security – Chicago
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
Julie Zemaitis, University of Illinois– Springfield
Jane Hewitt, Department of Human Services - Springfield

Members Absent:

Gary Shadid (Vice Chair), Illinois Department of Commerce and Economic Opportunity- Springfield
Debbie Abbott, Central Management Services-Springfield

MINUTES

The minutes from the February 11, 2014, Regular Meeting were presented to the Board for discussion and approval. A clarification to the presentation of the Roll Call was made, as well as the correction of an additional minor error. A motion was made by Ms. Morgan and seconded by Ms. Ringler to accept the February 11, 2014, minutes as revised. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that for the period of February 11, 2014 through March 11, 2014, three individuals had completed the 2013 QAR Course and certificates were provided. Two individuals had registered but not yet completed the 2013 QAR Course.

Ms. Zemaitis stated that a past practice has been to extend an individual's registration upon request. The Board discussed restricting the number of extensions to minimize the maintenance and effort of the IT staff. Because there is no formal policy on this, the Board discussed that it would be sufficient to disclose the updated practice to future registrants. Ms. Zemaitis made a motion to update the online QAR Course registration form to indicate that "Due to system limitations, if you do not complete the QAR Course within 30 days, you must re-register." The motion was seconded by Ms. Morgan. The motion carried unanimously.

Quality Assurance Coordinator

Mr. Dodd, Chairman, presented a revised QAR document related to the University of Illinois QAR. One of the QAR reviewers incorrectly completed the original form, so a revised form was requested and was presented to the Board for approval. A motion was made by Mr. Allen to approve the revised form. The motion was seconded by Ms. Ringler. Ms. Zemaitis abstained. The motion carried unanimously, subject to the abstention.

Mr. Dodd presented the revised QAR Statement of Independence to the Board. Ms. Zemaitis explained that new language was added to provide documentation to the Board that Quality Assurance Review Team members are compliant with the SIAAB CPE requirements. SIAAB Bylaws list minimum Review Team Member qualifications. Currently, documentation is requested to demonstrate each of the minimum required qualifications except the SIAAB CPE requirement. Ms. Morgan suggested removing the "date" field which is next to the "print name" field on the form. Ms. Zemaitis suggested adding a more specific reference to the section of the SIAAB Bylaws regarding CPE. A motion was made by Mr. Kirk to approve the QAR Independence Statement as revised. The motion was seconded by Ms. Hewitt. The motion carried unanimously.

The Board discussed the need to distribute each of the Board members' independence and confidentiality statements to the entire Board. The Board concluded that in the short-term the forms would be consolidated and distributed to the entire Board. In the long-term, the Board discussed consideration of a Shared Drive Access from CMS to house our documents. Mr. Dodd will communicate this to Ms. Abbott who will follow-up on this with Ms. Hewitt.

FOIA Officer

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

Guidance Coordinator

Mr. Kirk walked the Board through all of the comments which have been received to date regarding draft SIAAB Guidance 14-03 – Internal Audit Committee in State of Illinois Government. The Board discussed each comment and determined if a change was necessary or not. Several changes were discussed and agreed upon. Mr. Kirk stated he would make the approved revisions and distribute the final revised draft to everyone and if there were no further comments have it posted to the SIAAB website. A motion was made by Ms. Hewitt to approve the SIAAB Guidance 14-03 as revised. The motion was seconded by Ms. Ringler. The motion passed unanimously.

OLD BUSINESS

Financial Reporting Standards Board Draft Internal Audit Guidelines

Mr. Allen indicated that the Financial Reporting Standards Board is reviewing the comments provided to them by SIAAB and is planning to approve a draft of the guidelines at their next Board meeting. Ms. Zemaitis discussed some of the items which were discussed with the FRSB during the February 19, 2014, meeting of the Financial Reporting Standards Board. One specific item discussed was whether the Internal Audit Reports would retain their FOIA exemption if they were reviewed by the FRSB.

The Board intends to submit a letter to the Public Access Counselor at the Attorney General's Office asking for an advisory opinion regarding these audit reports as to whether they are exempt from FOIA disclosure.

Mr. Allen asked if we would be approving the minutes to the SIAAB special meeting held in February. Mr. Dodd indicated that the approval of the minutes would be done during the April Board meeting. Ms. Zemaitis indicated that this timeframe meets the requirements of the Open Meetings Act.

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

Assignment of Coordinators – Assignment of Special Assistants – Webmaster Selection –

Mr. Dodd presented the following slate of coordinators and webmaster:

- Quality Assurance Coordinator – Marcus Dodd
- Assistant Quality Assurance Coordinator – Gary Shadid
- Fall Conference Coordinator – Tracy Allen
- CPE Coordinator – Julie Zemaitis
- Guidance Coordinator – Steve Kirk
- Freedom of Information Act/Open Meetings Act Officer – Barb Ringler
- Assistant Freedom of Information Act/Open Meetings Act Officer – Debbie Abbott
- Webmaster – Eduardo Mascorro

The Board discussed that QAR Special Assistants are selected periodically by the Board. Mr. Dodd indicated that he will reach out to identify interested special assistants.

A motion was made by Ms. Morgan to approve the coordinators and webmaster as presented. The motion was seconded by Ms. Zemaitis. The motion carried unanimously.

Approve FOIA Description of SIAAB –

Mr. Dodd presented the FOIA Description of SIAAB to the Board. The Board discussed several revisions including, a correction of Ms. Hewitt's name, agency, and term expiration date, Mr. Shadid's term expiration, and the changes to the coordinators approved earlier in the meeting. A motion was made by Ms. Zemaitis to approve the FOIA Description of SIAAB as revised. The motion was seconded by Mr. Kirk. The motion carried unanimously.

Completion of Confidentiality and Independence Forms –

Mr. Dodd indicated that the revised Statement of Independence will be distributed to the Board for the Board's completion, per earlier discussion.

Closed meeting to review prior closed meeting minutes to determine whether to keep them closed or open to the public –

Mr. Dodd indicated that there were no closed meeting minutes that have not previously been released.

Fall Conference Discussion –

Mr. Allen indicated that there were 5 entities who had not paid their fees for the 2013 conference.

Mr. Allen discussed a situation where a waiver was being requested by Jeff Cougill based upon an emergency medical situation. A motion was made by Ms. Hewitt to approve the waiver. The motion was seconded by Ms. Zemaitis. The motion passed unanimously.

Mr. Allen discussed a potential waiver of fee for SERS. A motion was made by Ms. Morgan to waive the fees for SERS. The motion was seconded by Ms. Ringler. The motion passed unanimously.

Mr. Allen indicated that he would call the remaining agencies to follow-up on the payment.

The Board discussed potential speakers for the 2014 conference. Some of the names mentioned included Bill Holland, Jeff Thompson (BCCS), and a member of the FRSB.

Mr. Allen asked Ms. Zemaitis to moderate the University roundtable and she accepted.

Mr. Allen asked Mr. Kirk to moderate the Chief Internal Auditor roundtable and he accepted.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 8, 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. Hewitt. Motion carried unanimously. Meeting adjourned at 2:57 p.m.