

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – June 10, 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 1:03 p.m. by Marcus Dodd in Chicago.

ROLL CALL

Members Present/Location:

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

Gary Shadid (Vice Chair), Illinois Department of Commerce and Economic Opportunity-
Springfield

Jack Rakers, Central Management Services – Springfield (serving as proxy for Debbie Abbott)

Tracy Allen, Office of the Comptroller – Springfield

Stephen Kirk, Department of Transportation– Springfield

Jane Hewitt, Department of Human Services - Springfield

Julie Zemaitis, University of Illinois– Springfield

Barb Ringler, Office of the Treasurer - Springfield

Members Absent:

Stell Mallios, Office of Secretary of State- Chicago

MINUTES

The minutes from the May 13, 2014, Regular Meeting were presented to the Board for discussion and approval. Mr. Dodd presented three corrections that were sent by Ms. Zemaitis in advance of the meeting. In addition, board members identified and corrected two other grammatical errors in the minutes. A motion was made by Ms. Zemaitis and seconded by Mr. Shadid to accept the May 13, 2014 minutes as revised. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis indicated that two individuals completed the Training course and CPE certificates were issued.

Quality Assurance Coordinator

Mr. Dodd presented Jane Hewitt's SIAAB Board Member Confidentiality and Independence Statements for the Board's review and discussion. Ms. Ringler made a motion to approve the statements. Ms. Zemaitis seconded the motion. The motion carried unanimously.

Mr. Zemaitis recused herself from the remainder of the discussion regarding the Quality Assurance Coordinator report.

Mr. Dodd presented the University of Illinois's QAR documents for the Board's review and discussion. Mr. Shadid made a motion to approve the QAR documents. Ms. Ringler seconded the motion. Ms. Zemaitis abstained from the vote. The motion carried unanimously, subject to Ms. Zemaitis's abstention.

FOIA Officer

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

Guidance Coordinator

Mr. Kirk indicated that he had no updates since the last meeting.

OLD BUSINESS

Financial Reporting Standards Board (FRSB) Draft Internal Audit Guidelines

Mr. Allen indicated that the next FRSB meeting is scheduled for June 25th. Mr. Allen indicated that the FRSB may be contemplating sending a letter to the Auditor General to communicate which agencies had GAAP reports that were considered to be delinquent. The Board discussed several items related to this including the financial audit years under consideration (FY12 vs FY13) and what standards were going to be used to gauge timeliness. The Board designated Ms. Zemaitis to represent the Board's interest at the next FRSB Board Meeting.

In addition, Ms. Zemaitis suggest that the FRSB meeting dates be added to the SIAAB website.

Fall Conference Discussion

Mr. Allen indicated that the slate is almost complete, but that he is looking to fill one slot with a representative for the FBI. Mr. Kirk offered to help identify a potential contact with the Illinois State Police as well.

Mr. Dodd suggested a potential session to discuss Shared Data Agreements, in light of recent events in the news.

Ms. Hewitt suggested a session on the Government Accountability and Transparency Act (HB 2747, Amendment 3). She indicated that this has been approved by both houses, and is awaiting the Governor's signature. Once in place, this Act will have a significant impact on State operations.

SIAAB Resource Page

Ms. Zemaitis indicated that draft changes have been made to the SIAAB website to make it more user-friendly and relevant. The Board discussed the changes and were pleased with the updates.

Ms. Zemaitis suggested having the most recent "What's New" automatically show up on the SIAAB home page. The Board supported this idea.

The Board discussed the mechanism in which Chief Internal Auditors should submit new documents to be included on the SIAAB Website. Ms. Zemaitis is going to follow-up with the Webmaster to determine if it is possible for individuals to post documents into a temporary repository for SIAAB review prior to publicly publishing the documents on the website. If this is not possible, the website will indicate that all documents should be sent to the Guidance Coordinator for review.

CMS Shared Drive Access

Mr. Rakers indicated that CMS has created a Sharepoint site for the SIAAB Board to access. Mr. Rackers indicated that he would send a link to the site to all SIAAB Board Members to ensure that everyone has access. Mr. Dodd indicated that he will test the site by posting the June 10 Draft Minutes to the site.

Ms. Zemaitis raised the topic of the Open Meetings Act and indicated that any discussion board features of the Sharepoint should be shut down to prevent online discussions between Board members. The Board agreed with this suggestion.

New Business

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for July 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 1:55 p.m.