

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

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

**MINUTES**

**Board Meeting – July 8, 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 1:05 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  
Stell Mallios, Office of Secretary of State- Chicago

**Members Absent:**

Harold Wagner, Office of the Attorney General

**MINUTES**

The minutes from the June 10, 2014, Regular Meeting were presented to the Board for discussion and approval. Board members identified and corrected several grammatical errors in the minutes. A motion was made by Ms. Hewitt and seconded by Mr. Rakers to accept the June 10, 2014 minutes as revised. The motion carried unanimously.

## **REPORTS AND UPDATES**

### **CPE Coordinator**

Ms. Zemaitis indicated that she had nothing to report.

### **Quality Assurance Coordinator**

Mr. Dodd presented Harold Wagner's SIAAB Board Member Confidentiality and Independence Statements for the Board's review and discussion. Mr. Kirk made a motion to approve the statements. Mr. Shadid seconded the motion. The motion carried unanimously.

Mr. Dodd presented the Illinois Tollway Authority's QAR Review Team for Board's review and discussion. Ms. Zemaitis commented that the dates provided on the review team request did not align with the SIAAB Board meeting schedule. As a result, the suggestion was made to communicate a revision of the dates to indicate that SIAAB would approve the review team on July 8<sup>th</sup>, and the final report review would be October 14<sup>th</sup>. Mr. Shadid made a motion to approve the QAR team. Ms. Hewitt seconded the motion. Ms. Zemaitis abstained from the vote. The motion carried unanimously, subject to Ms. Zemaitis' abstention.

Mr. Shadid indicated that he would be posting a copy of the Grid on the SIAAB SharePoint site. Each Board member should review the Grid and be prepared to discuss it during the August Board meeting. Mr. Kirk indicated that he would post the historical version of the Grid, for comparison during the review.

### **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.

## **OLD BUSINESS**

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

Ms. Zemaitis provided several updates regarding the most recent FRSB meeting, as following:

- The FRSB submitted a request for a formal legal opinion from the Attorney General. Response has not yet been received, although verbal discussion with the PAC indicated that it seemed reasonable that the FOIA exemption currently in place for internal audit report should carry to the GAAP audits submitted to the FRSB as well. However, a legal opinion has not yet been provided.

- Katie Madonia sent an email to all GAAP Coordinators regarding the status of agency's GAAP audits.
- The Minimum Qualifications for New GAAP Coordinators were approved.

A comment was made that the list of agencies owing GAAP audits did not agree with the listing on agencies on the SIAAB QAR Grid. This will be reviewed during the August Board meeting.

At the suggestion of Katie Madonia, Ms. Zemaitis will forward the IOC e-mail sent to the GAAP Coordinators to the Chief Internal Auditors. She will also forward the IOC notice regarding approval of Minimum Qualifications for New GAAP Coordinators, and update the SIAAB website.

### **Fall Conference Discussion**

Mr. Allen indicated Bill Crowley and Bob Grogan from the FRSB would be speaking at our conference. They requested that questions be submitted in advance to ensure they can be properly researched. Mr. Allen indicated that he would have the speaker line-up, brochure, fee information posted on the SharePoint site and ready for discussion at the August Board meeting.

### **SIAAB Resource Page**

Ms. Zemaitis indicated that the SIAAB is a repository of documents and that all requests for additions need to go to the Guidance Coordinator for review and discussion (as necessary) prior to posting.

### **New Business**

#### **Mark Kimmet Question**

Mr. Dodd presented the question which Mark Kimmet submitted to the Board for discussion. The Board concluded that the Agencies are subject to the 5-year QAR requirement beginning July 1, 2010. Mr. Dodd indicated that he would communicate this to Mr. Kimmet.

### **ANNOUNCEMENTS**

The next regular meeting is scheduled for August 12, 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 2:20 p.m.