

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – August 12, 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 1:10 p.m. by Gary Shadid in Springfield.

ROLL CALL

Members Present/Location:

Gary Shadid (Vice Chair), Illinois Department of Commerce and Economic Opportunity- Springfield
H. Jay Wagner, Office of the Attorney General - Springfield
Barb Ringler, Office of the Treasurer – Springfield
Stell Mallios, Office of Secretary of State- Chicago
Tracy Allen, Office of the Comptroller – Springfield
Debbie Abbott, Central Management Services – Springfield
Nikki B. Lanier, Department of Transportation– Springfield - (serving as proxy for Stephen Kirk)
Jane Hewitt, Department of Human Services - Springfield
Julie Zemaitis, University of Illinois– Springfield (via phone at 1:55 p.m.)

Members Absent:

Marcus Dodd (Chair), Illinois Department of Employment Security

PUBLIC COMMENT

Lisa LaBonte, Chief Internal Auditor, Department of Natural Resources, attended to address the State Internal Audit Advisory Board (SIAAB) per SIAAB by-law 1.5.6 *PUBLIC COMMENT AT BOARD MEETINGS*. Ms. LaBonte respectfully made limited comments outlining a position "...requesting that SIAAB *adopt rules* related to Board functions under the Fiscal Control and Internal Auditing Act establishing SIAAB (30 ILCS 10/2005(f) that impact entities outside of SIAAB." A written summary of the argument was provided to SIAAB and will be posted to the SIAAB SharePoint site for members to review prior to the September 9, 2014 meeting wherein it will be addressed by SIAAB under **New Business**.

SIAAB was also provided a referenced statute ILCS 100/5-145(b) - *Illinois Administrative Procedures Act (5 ILCS 100/)*, which may be accessed at ilga.gov.

MINUTES

The minutes from the July 8, 2014, Regular Meeting were presented to the Board for discussion and approval. Board members identified and corrected several errors in the minutes. A motion was made by Ms. Hewitt and seconded by Ms. Ringler to accept the July 8, 2014 minutes as revised. The motion carried unanimously.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis indicated only one registered participant for the course; none completed / no CPE awarded since last meeting.

Quality Assurance Coordinator

Mr. Shadid indicated that the copy of the QAR Tracking Grid is on the SIAAB SharePoint site. Each Board member should review the Grid and be prepared to discuss it during the September Board meeting. Mr. Shadid indicated that Mr. Dodd sent his regrets for having to attend an event which conflicted with the SIAAB August meeting.

FOIA Officer

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

Guidance Coordinator

Ms. Lanier indicated there were no updates.

OLD BUSINESS

Financial Reporting Standards Board (FRSB) Draft Internal Audit Guidelines

Ms. Zemaitis forwarded the IOC e-mail sent to the GAAP Coordinators to the Chief Internal Auditors. She also forwarded the IOC notice regarding approval of Minimum Qualifications and training for New GAAP Coordinators, and updated the SIAAB website.

Ms. Zemaitis had received a question from a Chief Internal Auditor at one of the universities regarding the deadline for submitting GAAP Audit Reports to the Comptroller's office. Mr. Allen indicated he had spoken to this individual and thought there was a better understanding as a result of that conversation.

Fall Conference Discussion

Mr. Allen discussed the speaker line-up, brochure, budget and fee information. He recommended the fee for the conference should be \$75. A motion to approve the \$75 2014 Fall Conference Fee was made by Mr. Allen, seconded by Ms. Abbott and passed unanimously.

New Business

No new business was discussed.

ANNOUNCEMENTS

The next regular meeting is scheduled for September 9, 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 Ms. Hewitt, seconded by Ms. Allen. Motion carried unanimously. Meeting adjourned at 2:22 p.m.