

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting – September 12, 2017

1:00 p.m.

CALL TO ORDER

A 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 1:00 p.m. by Chair Jay Wagner in Springfield.

ROLL CALL

Members Present/Location:

H. Jay Wagner (Chair), Office of the Attorney General – Springfield
Leighann Manning (Vice Chair), Office of the Treasurer – Springfield
Stephen Kirk, Department of Transportation - Springfield
Amy DeWeese, Department of Human Services – Springfield
Jamie Nardulli, Department of Healthcare and Family Services – Springfield
Brent Nolen, Illinois State Police – Springfield
Julie Zemaitis, University of Illinois – Springfield

Members Absent:

Jack Rakers, Central Management Services (notified chair)
Stell Mallios, Office of the Secretary of State (notified chair)

Mr. Wagner noted that, with the departure of Melissa Oller from SIAAB, we now have two vacancies and nine members. With nine members, a majority of a quorum is once again three. Therefore, Mr. Wagner advised the Board to be cautious when communicating with more than one member, such as in email, as to avoid possible violations of the Open Meetings Act.

Visitors Present:

None.

MINUTES

The minutes for the August 8, 2017 SIAAB meeting were accepted. Ms. Manning made a motion to accept, seconded by Mr. Nolen. The motion passed unanimously.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis stated that no one has taken either the 2013 or 2017 course since the prior meeting, and two are pending for the 2017 course.

Quality Assurance Coordinator

Mr. Wagner noted that Rita Moore is the new Chief Internal Auditor for Northeastern Illinois University (NEIU). NEIU will be one year late on their QAR on October 1, 2017, and a draft late QAR letter was presented. A motion to send the letter on Monday, October 2, 2017 was made by Ms. Zemaitis, seconded by Mr. Kirk. Motion passed unanimously.

Mr. Wagner presented the Department of Agriculture QAR for acceptance. The motion was made by Ms. DeWeese with a second by Ms. Manning. Motion passed unanimously.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Mr. Kirk stated there were no new inquiries.

OLD BUSINESS

FCIAA Committee

Mr. Kirk stated he spoke with the Office of the Auditor General Financial/Compliance Audit Director Jane Clark and Assistant Director Elvin Lay. Due to schedules, a meeting with the Auditor General may not be scheduled until November. Ms. Clark and Mr. Lay sought clarification as to what SIAAB was trying to accomplish with the FCIAA Committee Letter. Mr.

Kirk stated he walked them through the purpose, which was to move audit from the prescriptive approach to the risk-based approach, as required by the Standards.

Fall Conference

Mr. Wagner stated that the Office of the Attorney General has designated Chief of Staff Ann Spillane to speak at the conference. The only outstanding pieces of information are the exact titles and names of the presentations and representatives from Protiviti and the Auditor General. Mr. Wagner suggested approving the brochure for release with available general information on Monday, September 18, 2017, unless full information comes sooner. A motion was made by Ms. Zemaitis and seconded by Mr. Kirk. Motion passed unanimously.

NEW BUSINESS

Record Retention and Destruction

On August 16, 2017, Mr. Wagner approved a request to the Records Commission allowing CMS to destroy eligible QAR records on or after September 15, 2017, all of which had copies on the intranet. Mr. Wagner noted that the Commission approved the request on August 28, 2017.

Videoconferencing through 2018

Mr. Wagner noted that the videoconferencing can now be scheduled 18 months out instead of 12, so we can reserve a whole year in July instead of partially throughout the year. The second Tuesday of every month for the entire calendar year of 2018 has been reserved.

Key Dates Per Bylaws

The Bylaws (1.5.2 and 1.5.4) require videoconferencing, and Mr. Wagner proposed an update to the “Key Dates Per Bylaws” document to include a July directive to make a reservation of videoconferencing for the subsequent year. Motion was made by Mr. Kirk, seconded by Mr. Nolen. Motion passed unanimously.

Closed Meeting Minutes

The Bylaws (1.5.5) require that in September a closed meeting be held to determine if minutes from closed meetings should be released. Mr. Wagner noted that no closed meetings have been held, therefore there are no minutes from closed meetings to be considered for release.

ANNOUNCEMENTS

The next regular meeting is scheduled for Tuesday, October 10, 2017, 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 James R. Thompson Center (JRTC), 100 W. Randolph St., will be reserved.

ADJOURNMENT

A motion to adjourn was made by Mr. Kirk, seconded by Mr. Nolen. Motion carried unanimously. Meeting adjourned at 1:55 p.m.