

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD
Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES
Board Meeting – May 10, 2022
1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held via videoconference pursuant to the April 29, 2022, Governor’s Executive Order which declared all Illinois counties to be a disaster area and permits virtual meetings. The meeting was called to order at 1:00 P.M. by Chair Natalie Covello.

ROLL CALL

Members present:

Nikki Lanier, (Vice Chair) Department of Revenue
Kishor Desai, Student Assistance Commission
Stephen Kirk, Department of Transportation
Amy Macklin, Department of Human Services
Stell Mallios, Office of the Secretary of State
Leighann Manning, Office of the Treasurer (Joined at 1:41 pm).
Jack Rakers, Department of Central Management Services
Julie Zemaitis, University of Illinois System
H. Jay Wagner, Office of the Attorney General

Members absent:

None.

MINUTES

Draft minutes were presented, and Nikki Lanier proposed striking an unneeded sentence. A motion to approve the revised minutes for the April 12, 2022, SIAAB meeting was made by Stephen Kirk and seconded by Julie Zemaitis. The motion passed unanimously with Natalie Covello and H. Jay Wagner abstaining.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that there has been one completion and one registration for the SIAAB online training course since the last Board meeting. A CPE certificate was also issued to Casey Evans for participation in the QAR.

Quality Assurance Coordinator

Vice Chair Nikki Lanier spoke to the Chief at the Department of Employment Security who had reached out. They had an overview conversation of the QAR and Nikki Lanier pointed the Chief to the SIAAB website for all the available resources.

FOIA Officer

Ms. Manning reported that there have been no FOIA requests.

Guidance Coordinator

Stephen Kirk reached out to Stacy Smith at the Teachers Retirement System regarding FCIAA and COBIT versus NIST requirements.

Conference Coordinator

H. Jay Wagner updated the Board about the status of the upcoming conference on October 25-27, 2022. He will reach out to a couple of speakers and negotiate with them. Also, the Northfield Inn is holding a block of rooms as it is planned to be a in-person conference. Northfield Inn requires a three-week advance notice to cancel the rooms.

OLD BUSINESS

FCIAA Checklists

Jack Rakers gave a high-level update on the FCIAA checklist changes. Stephen Kirk and Jack Rakers discussed the entity risk management. Jack Rakers stated that the Office of the Comptroller and the Department of Central Management Services have made some revisions to the Internal Control Review Checklist. The major changes were adding the Greenbook Principles and changes based on the new NIST Guidance, which is required to be followed by most agencies under the Governor.

NEW BUSINESS

Bylaw 1.4.4 - Guidance Coordinator Outreach to Auditor General

Stephen Kirk had proposed a change to the ByLaws that stated that in order to ensure an open channel of communication is maintained, the SIAAB Guidance Coordinator is responsible for

ensuring that periodic meetings are held with the Office of the Illinois Auditor General. These periodic meetings shall be arranged and coordinated as directed by the Board. Those persons representing the Board at these meetings will be at the discretion of the SIAAB Chair with approval by the Board. Stephen Kirk discussed with Jack Rakers that even if a topic was discussed with the Office of the Auditor General through SIAAB that an agency with statutory authority over that topic could still discuss the topic with the Office of the Auditor General as well. The proposed changes were motioned by Jack Rakers and seconded for approval by the Board by Nikki Lanier. The motion passed unanimously with Leighann Manning not being present. Stephen Kirk asked Julie Zemaitis if, as Webmaster, she would be posting these revised Bylaws to the SIAAB website. She responded that yes, these changes would be posted.

Discussion Bylaw 3.4.2 – Standards Nonconformance Explanatory Paragraph

A discussion was held regarding the Bylaw 3.4.2, Standards Nonconformance Explanatory Paragraph. Jack Rakers discussed the current SIAAB Bylaws and QAR matrix that explicitly require an explanatory paragraph be included in audit reports when an agency is not in conformance. Discussion was held to determine if the Bylaws should be revised. CMS may perform audits for an agency who is not in compliance; however, CMS is in compliance. The current SIAAB guidance indicates an explanatory paragraph should be included for an agency not in conformance. This creates the appearance that CMS may not be in compliance. It was agreed to under this situation that, under current Bylaws, CMS could issue a report saying that CMS conforms with standards when issuing a report. General discussion was held regarding the fact that the Standards do require disclosure of nonconformance, but it does not have to be in each audit report. A consensus was reached that the Bylaws should be revised to provide an example of how nonconformance should be disclosed rather than explicitly stating it should be in the audit report.

ANNOUNCEMENTS

The next regular meeting is scheduled for June 14, 2022, at 1:00 p.m.

ADJOURNMENT

A motion to adjourn was made by Stephen Kirk, seconded by Nikki Lanier. The motion passed unanimously. The meeting adjourned at 2:17 p.m.