

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

**MINUTES**  
**Board Meeting – May 14, 2024**  
**1:00 p.m.**

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**CALL TO ORDER**

A meeting of the State of Illinois Internal Audit Advisory Board (SIAAB) was held at Illinois Department of Transportation, 2300 S. Dirksen Parkway, Springfield, Illinois, with video conferencing available. The meeting was called to order at 1:00 p.m. by Chair H. Jay Wagner.

**ROLL CALL**

**Members present:**

H. Jay Wagner, (Chair) Office of the Attorney General  
Teri Taylor, (Vice-Chair) Office of the Comptroller  
Leighann Manning, Office of the Treasurer  
Amy Macklin, Department of Human Services  
Steve Kirk, Department of Transportation  
Nikki Lanier, Department of Revenue  
Butch Stilwell, Department of Central Management Services

**Members participating remotely:**

Julie Zemaitis, University of Illinois System – Video Conference, proximity, employment obligations  
Stell Mallios, Office of the Secretary of State – Teleconference (Joined at 1:03 p.m. due to difficulties connecting), headquartered in Chicago, proximity

A motion to approve remote attendance by these members was made by Leighann Manning, seconded by Nikki Lanier. The motion was approved unanimously with Julie Zemaitis and Stell Mallios abstaining.

**Members absent:**

None

**MINUTES**

The draft minutes for the April 9, 2024, meeting were presented for approval. A motion to approve was made by Teri Taylor and seconded by Steve Kirk. The motion passed unanimously, with Butch Stilwell abstaining.

## **PUBLIC PARTICIPATION**

Two members of the Springfield Chapter of the IIA, Kayla Routh and Molly Wilcockson, were present to observe the meeting.

## **REPORTS AND UPDATES**

### **CPE Coordinator/Webmaster**

Julie Zemaitis reported two individuals completed the QAR online course; their CPE had been issued and documented on SIAAB's SharePoint site.

Julie stated several sections of SIAAB's website are in the process of being updated to accord with the IIA's Global Internal Audit Standards (GIAS). She anticipates the changes will be completed by the time GIAS is effective in January 2025. A placeholder for the Quality Assurance Review Program covering the Global Internal Audit Standards has been added to the website. Chair H. Jay Wagner suggested an additional placeholder be added to the 'SIAAB Guidance' section of the site indicating updates to Guidance are under development.

### **Quality Assurance Coordinator**

Vice-Chair Teri Taylor reported there were no updates.

Chair H. Jay Wagner reported he is near completing a draft version of the QAR Matrix for use when the Global Internal Audit Standards (GIAS) go into effect on January 9, 2025. The draft Matrix follows the structure of GIAS' Domains (5) and Principles (15). The Chair asked each Board member to select and review one Principle and suggest State environment specific updates to its corresponding section in the draft Matrix. Amy Macklin asked by when members' suggested updates should be made. Chair H. Jay Wagner replied they should be ready for discussion at the Board's June 11, 2024 meeting.

Chair H. Jay Wagner stated his goal is for the QAR Matrix to be substantially finalized by the time of the SIAAB Conference (October 2024) so there may be discussions held via panel and at the Chief Internal Auditors' Roundtable. He would like to prepare a final proposal for the November or December SIAAB meeting so the Board may pass final adoption before January 9, 2025. Additionally, the Chair stated he would prefer to hold off updating the Board's Bylaws until changes to the QAR Matrix are completed.

Julie Zemaitis reported she is in the process of updating the QAR lessons and courses on SIAAB's website. She hopes to have drafts ready by the August meeting, discuss feedback in September, pilot the updates in October, consider additional feedback in November, and to finalize and go live with the updates in December.

Julie Zemaitis asked when the IIA is expected to release its updated QAR Manual. Chair H. Jay Wagner replied the date is to be determined.

## **Guidance Coordinator**

Steve Kirk reported he had no updates and he continues to work through SIAAB Guidance Documents comparing them to the updated IIA Global Standards.

## **Conference Coordinator**

Chair H. Jay Wagner reported he had settled on Toby Groves as the keynote speaker. Mr. Groves has agreed to present for a fee of \$5,000. Other speakers have agreed to participate, but there are still some gaps. He has reached out to DoIT to see if someone could present on current issues. Additionally, he has considered asking someone to present from the Office of the Auditor General. Teri Taylor volunteered to reach out to the OAG.

Springfield IIA officers Kayla Routh and Molly Wilcockson inquired about the 2024 Conference price, venue, cost, and keynote speaker deposit. Chair H. Jay Wagner said the price would be the same, that it will be held at the same venue, and keynote speaker Toby Groves was requesting a \$5,000 speaker fee and a \$2,500 deposit, though he would be willing to waive it. Kayla Routh and Molly Wilcockson indicated the Chapter would likely be willing to pay the deposit, which would be discussed at a future meeting.

## **FOIA Officer**

Leighann Manning reported there have been no requests.

## **OLD BUSINESS**

Chair H. Jay Wagner reported there were no updates to SIAAB's legislative proposals. Steve Kirk asked when the Board could expect to see legislative changes. Chair H. Jay Wagner said the date was indeterminate, and that if any of the Board members' agencies and Legislative Liaisons are willing to assist with proposing the legislative changes, the assistance would be welcome. Additionally, Chair H. Jay Wagner stated he did share possible legislative updates with the Auditor General on initiatives SIAAB plans to undertake in the next year.

Teri Taylor reported the IT auditors group plans to meet in May, date to be determined.

## **New Business**

Chair H. Jay Wagner stated there was no new business to discuss.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for June 11, 2024, at 1:00 p.m.

## **ADJOURNMENT**

A motion to adjourn was made by Steve Kirk and seconded by Amy Macklin. The motion passed unanimously. The meeting adjourned at 2:05 p.m.