

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

**MINUTES**

**Board Meeting – August 13, 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:**

Teri Taylor, (Vice-Chair) Office of the Comptroller  
Amy Macklin, Department of Human Services  
Steve Kirk, Department of Transportation  
Nikki Lanier, Department of Revenue  
Butch Stilwell, Department of Central Management Services  
Maggie Shutz, Office of the Treasurer, proxy for Leighann Manning

**Members participating remotely:**

H. Jay Wagner, (Chair) Office of the Attorney General; employment obligations

A motion to approve remote attendance by this member was made by Nikki Lanier and was seconded by Steve Kirk. The motion was passed unanimously with H. Jay Wagner abstaining.

**Members absent:**

Julie Zemaitis, University of Illinois System; employment obligations  
Stell Mallios, Office of the Secretary of State; employment obligations  
Leighann Manning, Office of the Treasurer; employment obligations  
Jackie Hohn, State University Retirement System; on vacation

**MINUTES**

The draft minutes for the July 9, 2024 meeting were presented for approval. A motion to approve was made by Amy Macklin and seconded by Teri Taylor. Maggie Shutz abstained. The motion passed unanimously.

**PUBLIC PARTICIPATION**

No member of the public participated in the meeting.

## **REPORTS AND UPDATES**

### **CPE Coordinator/Webmaster**

Chair H. Jay Wagner reported two individuals had passed and one registered for and partially completed the QAR online course in the past month. The Chair stated the On-line Course Participant Listing on SIAAB's website would be updated before the next meeting and would capture up-to-date course completion activity.

### **Quality Assurance Coordinator**

Vice-Chair Teri Taylor reported Illinois State Toll Highway Authority (the Authority) completed its Quality Assurance Review via self-assessment which was independently validated by Samantha Fritz. The Vice Chair reported she is in possession of all documents including their completed QAR Matrix. The Authority generally conformed with IIA Standards. Vice Chair Teri Taylor recommended a motion be made to approve the Authority's QAR. Amy Macklin so motioned. Nikki Lanier seconded. The motion passed unanimously with Steve Kirk abstaining.

Vice-Chair Teri Taylor reported Illinois Department of Transportation (IDOT) completed its Quality Assurance Review via self-assessment which was independently validated by Jamie Nardulli, Chief Internal Auditor of Illinois Department of Healthcare and Family Services. The Vice Chair reported she is in possession of all documents including their completed QAR Matrix. IDOT generally conformed with IIA Standards. Vice Chair Teri Taylor recommended a motion be made to approve the Authority's QAR. Nikki Lanier so motioned. Amy Macklin seconded. The motion passed unanimously with Steve Kirk abstaining.

Chair H. Jay Wagner reported the QAR Matrix update project is progressing: only one Principle remains to be drafted. The Chair stated he continues to anticipate all Principles will be drafted by the September SIAAB meeting for the consideration of the Board prior to the annual Conference. Chair H. Jay Wagner stated he would like to prepare an exposure draft for consideration during the Chief Internal Auditor's Roundtable during the Conference. Additionally, he stated his goal is to have the QAR Matrix and SIAAB Guidance documents finalized and ready for use by January 9, 2025.

### **Guidance Coordinator**

Steve Kirk stated there is nothing new to report regarding updates to SIAAB's Guidance documents. He believes he should have all updated sometime in September.

### **Conference Coordinator**

Chair H. Jay Wagner reported all time slots are filled and ran through tentative Conference itinerary with the Board. He also stated he is taking responsibility for developing content related to the Global Internal Auditing Standards on which SIAAB members will present.

The Chair confirmed SIAAB's conference fees for members and non-members will be the same as the prior year's.

## **FOIA Officer**

Chair H. Jay Wagner reported there were no FOIA requests.

## **OLD BUSINESS**

Steve Kirk asked Butch Stilwell if he has gauged CMS's interest in putting forth SIAAB's legislative proposals. Butch Stilwell stated he plans to soon address the matter with his Chief of Staff.

## **New Business**

Butch Stilwell provided an update on progress he has made on behalf of CMS regarding their statutory authority to provide internal audit services to non-designated agencies and/or any designated agency without a current full-time internal audit function in place (Ex. Vacancy of the Chief Internal Auditor (CIA)). They have made revisions to the Interagency Agreement (IGA) signed by both agencies when internal audit services are provided. The revision includes specific responsibilities of each agency to better outline what is expected and removes any expectation of billing for services. The Office of the Governor was consulted and would like to meet to review and discuss the revised IGA prior to execution.

Butch Stilwell asked SIAAB for input on the topic for consideration as they navigate the process and how they envision the role of CMS. General discussion was held as to the factors to consider before providing services including the size of the agency and the lack of a current full-time internal audit function. It was discussed on which bases the services provided by CMS to designated agencies be temporary. Most designated agencies have been able to hire a CIA; however, some may need additional staff to best meet the requirements of FCIAA. If the opportunity arises during discussions with the Office of the Governor or executive leadership of agencies who have entered into an intergovernmental agreement with CMS for internal audit services, it could be mentioned hiring additional auditing staff would be the most beneficial path forward.

Butch Stilwell stated any agency with a CIA in place is integral in the process when deciding which audits are assigned to CMS. The CIA of the agency is responsible for completing the risk assessment and audit plan. They are consulted prior to finalizing any audit procedures CMS will perform. CMS is providing services at a high level and does not have the resources for in-depth procedures. Butch Stilwell thanked SIAAB for the opportunity to hear their feedback.

## **ANNOUNCEMENTS**

The next regular meeting is scheduled for September 10, 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 2:13 p.m.