# **STATE OF ILLINOIS**

# **INTERNAL AUDIT ADVISORY SIAAB** Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://siaab.audits.uillinois.edu/)

# **MINUTES**

**SIAAB Meeting – January 7, 2025**

**1:00 p.m.**

## **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

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**:

Stell Mallios, Office of the Secretary of State; proximity (notified Chair)

Julie Zemaitis, University of Illinois System; proximity (notified Chair)

A motion to approve remote attendance for Stell Mallios and Julie Zemaitis was made by Nikki Lanier and was seconded by Teri Taylor. Stell Mallios and Julie Zemaitis abstained. The motion was passed unanimously.

**Members absent:**

Jackie Hohn, State University Retirement System (notified Chair)

## **Minutes**

The draft minutes for the December 10, 2024, meeting were presented for approval. A motion to approve was made by Amy Macklin and was seconded by Steve Kirk. Teri Taylor abstained. The motion passed unanimously.

## **Public Participation**

Phillip Dasso, Chief Internal Auditor for the Department of Children and Family Services virtually attended the meeting as an observer. He stated he wanted to hear updates on SIAAB’s Guidance documents before the Global Internal Audit Standards (GIAS) go into effect.

**REPORTS AND UPDATES**

**CPE Coordinator/Webmaster**

Julie Zemaitis reported there were no registrants or completions of the 2017 QAR course. Additionally, she reported that during the past month one person had registered for the 2024 GIAS course but had not completed it, and Vice Chair Teri Taylor, who had registered for the 2024 course and had completed it.

**Quality Assurance Coordinator**

Vice Chair Teri Taylor reported she had received no new QAR requests or reports. She stated Northeastern Illinois University is still looking for a reviewer.

**Guidance Coordinator**

Steve Kirk stated all Guidance updates would be covered later in the meeting when SIAAB would perform a final review before putting them into effect.

**Conference Coordinator**

Chair H. Jay Wagner stated there were no Conference updates.

**Information Technology Auditor Working Group**

Steve Kirk reported there were no updates from the Group. While asking his IT auditor, Satu Allen, for an update, however, she stated during the Group’s last meeting a Chief Internal Auditor had asked if there were opportunities other than the Conference Roundtable for chiefs to meet to discuss and receive guidance on matters affecting their functions. SIAAB is, therefore, considering an annual springtime Chief Roundtable to commence in April or May 2025. The event will likely be held in person with an option to attend virtually. Since SIAAB members will be in attendance, Chair H. Jay Wagner stated minutes must be taken that indicate no decisions were made by the Board during the meeting. Steve Kirk said he would inquire on availability of the large lower-level conference room at IDOT. Butch Stilwell said he would check into availability of space at the CMS Regional Complex if Steve is unable to reserve the conference room for an opportune time.

**FOIA Officer**

Butch Stilwell reported there have been no FOIA requests.

**OLD BUSINESS**

**Potential Legislative Updates**

Chair H. Jay Wagner stated there were no updates to report on potential legislation.

**Key Date Item: Outreach to Auditor General**

Chair H. Jay Wagner stated there was no update at this time, but outreach should occur sooner than later. He suggested, however, waiting until the new Chair, Teri Taylor, was voted in at the February meeting or having Teri reach out now but disclose her pending chairmanship. Vice Chair Teri Taylor stated she was amenable to either approach. Chair H. Jay Wagner said he would draft and forward a form letter to Teri Taylor for notifying the State’s Chief Internal Auditors of the GIAS-related updates to the Board’s documents. The Chair recommended completing the form letter and blind copying SIAAB for feedback prior to sending to the Auditor General. He suggested copying the incoming Vice Chair, Butch Stilwell, when the letter is sent.

**NEW BUSINESS**

**Key Date Item: SIAAB meeting room and videoconference scheduling**

Chair H. Jay Wagner reported Steve Kirk had requested the conference room for as many months out as allowed. Steve Kirk stated the conference room is reserved for SIAAB through June 2025.

**Key Date Item: Nominations for Chair and Vice Chair**

Chair H. Jay Wagner reported he was nominating Vice Chair Teri Taylor to assume the chairmanship in February 2025. Teri Taylor reported she was nominating Butch Stilwell to assume the vice chairmanship in February 2025. Steve Kirk made a motion to approve the nominations. Nikki Lanier seconded. Teri Taylor and Butch Stilwell abstained. The motion passed unanimously.

**Approval of GIAS-related updates prior to rollout**

SIAAB reviewed its updated Bylaws, Guidance, QAR Course materials, and QAR Matrix, Report, and Team Request form. The primary goal was to ensure the language is modernized and conforms with the 2024 Global Internal Audit Standards. Several items were considered, so the major points of discussion are noted below:

***Bylaws:***

The GIAS was adopted as the official standard for State of Illinois internal audit in Bylaw 2.3.1, and Domain II of the GIAS was adopted as the official Code of Ethics in Bylaw 2.4.1. References to the “Board” have been changed to “SIAAB” to ensure readers do not conflate the Standards’ and SIAAB’s use of the term in their respective documents. Several other updates to modernize the language in the Bylaws were presented, and a tracked version of all changes will be posted on the SIAAB website.

***QAR Course materials:***

No major changes to the prior drafts were disclosed. The primary vehicle for suggesting updates has been feedback Julie Zemaitis has received from course participants. Significant changes to the materials have been disclosed in prior meeting minutes.

***QAR Matrix and Report:***

Chair H. Jay Wagner stated GIAS now recognizes full achievement of conformance to the Standards. SIAAB will continue to recognize “general conformance” as the highest level of achievement for all State internal audit functions who assess their quality using a self-assessment with independent validation approach. Full conformance may be recognized for those functions whose quality is assessed as such via an alternate external quality assessment provider.

Butch Stilwell asked if functions who do not achieve full conformance will need to disclose this fact in their audit reports. Chair H. Jay Wagner stated those who are in general conformance to may continue to state their audits were conducted in conformance. Butch Stilwell asked if agencies should expect to receive external audit findings for not achieving full conformance. Chair H. Jay Wagner stated he does not expect so, as general conformance is considered passing the assessment.

***Team Request Form:***

No major updates were disclosed. The language of the form has been brought into conformance with GIAS and requires there is independent oversight by a certified internal auditor.

***QAR Guidance Documents***

Chair H. Jay Wagner showed a list of all ten SIAAB guidance documents on screen and inquired if there were any concerns. No concerns were communicated.

***QAR Process Documents***

The QAR Process Document, QAR Independence Form, QAR Confidentiality Form, SAIV Program, Full EQA Program, and QAR Coordinator Checklist were reviewed with no concerns noted.

A motion to approve the GIAS updates was made by Nikki Lanier and seconded by Butch Stilwell. The motion passed unanimously.

SIAAB determined the order of release should be 1) Bylaws, 2) Guidance, and 3) QAR materials. Steve Kirk asked who will send to the Chief Internal Auditors notification of the updates. Teri Taylor said she would send it out. Julie Zemaitis stated she wants to coordinate the releases with updates to SIAAB’s website. Chair H. Jay Wagner suggested Teri Taylor coordinate with Julie Zemaitis so changes to the website may be made in concert with the releases.

**ANNOUNCEMENTS**

The next regularly in person meeting of the SIAAB is scheduled for February 11, 2025, at 1:00 p.m. The location is IDOT, 2300 S. Dirksen Parkway, Springfield, IL.

**ADJOURNMENT**

A motion to adjourn was made by Steve Kirk and seconded by Amy Macklin. The motion passed unanimously. The meeting adjourned at 2:34 p.m.