

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

MINUTES
SIAAB Meeting – February 11, 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
Steve Kirk, Department of Transportation
Nikki Lanier, Department of Revenue
Julie Zemaitis, University of Illinois System
Butch Stilwell, Department of Central Management Services
Jackie Hohn, State University Retirement System

Members participating remotely:

Amy Macklin, Department of Human Services; illness (notified Chair)
Stell Mallios, Office of the Secretary of State; proximity (notified Chair)

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

Members absent:

None

MINUTES

The draft minutes for the January 7, 2024, meeting were presented for approval. A motion to approve was made by Steve Kirk and was seconded by Nikki Lanier. Jackie Hohn abstained. The motion passed unanimously.

PUBLIC PARTICIPATION

Leighann Manning, Chief Internal Auditor for the Department of Public Health, virtually attended the meeting. She stated she is awaiting an official response from the Governor's Office on her documentation for reappointment. Leighann reported she anticipates returning to the Board soon.

Chair H. Jay Wagner asked Vice Chair Teri Taylor if the Governor's Office had reported any updates either Julie Zemaitis' or Steve Kirk's reappointments when she touched base with them. Vice Chair Teri Taylor stated they had no updates, but they expected to review Julie's in the near future. Vice Chair Teri Taylor asked Steve Kirk if he had submitted his documentation. Steve Kirk stated he was planning to complete and send as soon as possible.

REPORTS AND UPDATES

CPE Coordinator/Webmaster

Julie Zemaitis reported CPE had been awarded to the validator for the QAR accepted by SIAAB at the December meeting.

Julie reported there was one registration for the 2017 Standards course. The GIAS course had gone live on SIAAB's website and two individuals for the GIAS course. No registrants had completed a course.

Nikki Lanier asked if registrations for the pilot GIAS course could be used to take the live course. Julie Zemaitis stated those registrations are good for one year and could be used to take the live course. If the course is not completed within one year, registration credentials can be renewed.

Quality Assurance Coordinator

Vice Chair Teri Taylor reported Chrystal Temples, Director of Internal Audit at Northeastern Illinois University, has found a QAR reviewer.

Guidance Coordinator

Steve Kirk stated he had no updates and asked the Board for its input on new items that may necessitate changes to SIAAB Guidance. Chair H. Jay Wagner stated the IIA had last week released its first Topical Requirement (Cybersecurity) but said he was at this time unsure what affect, if any, it should have on Guidance 10. Steve Kirk advised other Topical Requirements are slated for release in 2025 and 2026.

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. Vice Chair Teri Taylor stated the Group has a meeting scheduled. Steve Kirk said the Board should solicit their feedback on the Cybersecurity Topical Requirement. Chair H. Jay Wagner suggested it would be best to get the Group's feedback prior to the Chief Internal Auditor's Roundtable in the Spring.

FOIA Officer

Butch Stilwell reported there have been no FOIA requests.

OLD BUSINESS

Potential Legislative Updates

Chair H. Jay Wagner reported the Attorney General's Office would support any agency that proposes SIAAB's desired updates to FCIAA. Vice Chair Teri Taylor and Steve Kirk said their agencies would as well support the proposal. Steve Kirk suggested greater positive support would increase the chances of success and encouraged Board members to engage with their agency's executive leadership if they are in opposition to or are neutral towards the legislation.

Key Date Item: Outreach to Auditor General

Chair H. Jay Wagner stated he asked Vice Chair Teri Taylor, as incoming Chair, to reach out to the Office of the Auditor General. Vice Chair Teri Taylor reported she had contacted the Office, and they expressed their desire to keep open the lines of communication between them and the Board. Vice Chair Teri Taylor asked the Board if there were any concerns she should address with the Auditor General. Several items were noted, including: a) potential legislative updates, b) the increase in audit requests, c) expansion of testing, d) ensuring request timelines are reasonable, e) understanding the roles both agency request turnaround and external firms' ability to manage their operations play in timely and effective audit processes, and f) the relationship between the timely issuance of Single Audit reports and the receipt of federal funds.

Rollout of GIAS-related Updates

Chair H. Jay Wagner reported all GIAS updates had been rolled out. He had asked Vice Chair Teri Taylor to notify the Chief Internal Auditors, cc'ing Julie. Both Teri Taylor and Julie Zemaitis reported they had received no feedback from the Chief Internal Auditors.

NEW BUSINESS

Key Date Item: Election of Chair and Vice Chair

Chair H. Jay Wagner asked for a motion to elect Teri Taylor as Chair of the Board. Julie Zemaitis motioned. Nikki Lanier seconded. Teri Taylor abstained. The motion passed unanimously.

Chair Teri Taylor asked for a motion to elect Butch Stilwell as Vice Chair of the Board. H. Jay Wagner motioned. Steve Kirk seconded. Butch Stilwell abstained. The motion passed unanimously.

Key Date Item: Proposed Coordinator Roles

Chair Teri Taylor proposed the following Coordinator roles to be voted on during the March Board meeting:

- Quality Assurance and Assistant FOIA – Vice Chair Butch Stilwell
- Assistant Quality Assurance – Chair Teri Taylor
- Conference – H. Jay Wagner

- CPE and Webmaster – Julie Zemaitis
- Guidance – Steve Kirk
- Recording – Jackie Hohn

The FOIA Officer role will remain vacant until an ex-officio vacancy is filled with the hiring of a new chief internal auditor at the Treasurer’s Office.

Spring Chief Internal Auditor Roundtable

Steve Kirk reported he will inquire into the availability of the lower-level conference room at IDOT. H. Jay Wagner stated May 13, 2025, is the expected date of the Roundtable. Steve Kirk confirmed the Roundtable may be attended both in-person and virtually. H. Jay Wagner said start and end times are yet to be finalized. H. Jay Wagner further stated the May Board meeting is scheduled for May 13th, the timing of which may need to be adjusted to accommodate the Roundtable.

SIAAB Guidance 10, System Development Reviews, DoIT PPM

Amy Macklin asked for input on an issue regarding DoIT’s Portfolio Project Management (PPM) system, a concern first raised by the Board in 2023. She reported there are fields in PPM’s pre-implementation review workflow that require Internal Audit to give its “approval” prior to rollout. Additionally, DoIT is requiring a copy of SIAAB’s *IT Project Risk Assessment Scoring Form* be completed before the project may be finalized. Chair Teri Taylor stated there is a misunderstanding on the optional nature of the Scoring Form. Steve Kirk suggested someone on the Board meet with DoIT to explain the Form and to relay the Board’s concerns about requiring Internal Audit’s approval before rolling out a new or major update to a system. Teri Taylor said she would reach out. Steve Kirk volunteered to be included in the meeting.

ANNOUNCEMENTS

The next regularly in person meeting of the SIAAB is scheduled for March 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 Nikki Lanier. The motion passed unanimously. The meeting adjourned at 2:41 p.m.