

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES

Board Meeting – June 12, 2018

1:00 p.m.

CALL TO ORDER

A meeting of the State Internal Audit Advisory Board (SIAAB) was held at the Capital City Center, Room 104, Springfield, Illinois, with video conferencing available at the JRTC, Room 9-036, Chicago, Illinois. The meeting was called to order at 1:02 P.M. by Chair Leighann Manning in Springfield.

ROLL CALL

Members Present/Location:

Leighann Manning (Chair), Office of the Treasurer – Springfield
Jamie Nardulli (Vice Chair), Department of Healthcare and Family Services– Springfield
Stell Mallios, Office of the Secretary of State - Chicago
Gary Shadid, Illinois Office of the Comptroller – Springfield
Julie Zemaitis, University of Illinois – Springfield
Rex Crossland, Department of Employment Security - Springfield
H. Jay Wagner, Office of the Attorney General - Springfield
Brent Nolen, Illinois State Police – Springfield
Natalie Covello, Department of Commerce and Economic Opportunity – Chicago
Amy De Weese, Department of Human Services – Springfield
Jack Rakers, Department of Central Management Services - Springfield

MINUTES

A motion to approve the minutes for the May 8, 2018 SIAAB meeting was made by Ms. Nardulli. The motion was seconded by Mr. Shadid. Mr. Rakers abstained. The motion passed.

PUBLIC PARTICIPATION

None.

REPORTS AND UPDATES

CPE Coordinator

Ms. Zemaitis reported that six persons completed and passed the 2017 SIAAB on-line training course since the last Board meeting and were issued CPE certificates. In addition, Ms. Zemaitis stated that no persons are currently registered to take the training course.

Quality Assurance Coordinator

Ms. Nardulli she received QAR reports from the Department of Central Management Services (CMS) for the Department of Human Rights, Illinois Finance Authority and CMS on June 1st, 2018. In addition she received reports from CMS for the Department of Labor and the Department of Insurance on June 11th, 2018.

Ms. Nardulli stated that she received a request from the Illinois State Board of Education (ISBE) to change the approved validator. Ms. De Weese made a motion to approve Aaron Rife as the validator for the ISBE QAR. The motion was seconded by Mr. Rakers. The motion passed unanimously. In addition, Ms. Nardulli stated that she would contact ISBE to suggest changing the beginning of their scope period for review to be January 1, 2017 rather than January 1, 2016 to ensure the period does not cross two versions of the standards.

Ms. Nardulli stated that the approval for the QAR request received from Governors State University (GSU) is pending the requested validator completing the on-line training course. It was noted that the validator completed the on-line training and Ms. Nardulli reported that she communicated team approval to GSU.

FOIA Officer

Ms. Manning stated there was nothing to report.

Guidance Coordinator

Ms. Zemaitis stated there are no new requests and no updates.

OLD BUSINESS

Fall Government Auditing Conference

Mr. Wagner reported that the Office of the Auditor General declined to participate in the 2018 SIAAB Fall Conference. In addition, Melissa Oller agreed to coordinate the staff roundtable.

Mr. Wagner requested a motion to e-mail a survey of possible topics that could be presented by Dennis Dycus. Mr. Crossland made a motion to approve distribution of the survey. The motion was seconded by Ms. Zemaitis. The motion passed unanimously.

Certified Professional Education (CPE) Policy

Mr. Wagner discussed the current CPE policy and made a request to obtain opinions from the States Chief Internal Auditors regarding a change to the policy as well as including it as a topic to discuss during the roundtable meetings to be held at the SIAAB Fall Conference. Ms. Zemaitis made a motion to approve the request. The motion was seconded by Mr. Crossland. The motion passed unanimously.

NEW BUSINESS

Ms. Zemaitis made a request to make a clarification change to the SIAAB Quality Assurance Review Process document on page 5 to add that SIAAB requires submission of the SAIV or EQA Program completed by the External Assessor to the Assistant Quality Assurance Coordinator. Mr. Crossland made a motion to approve the change. The motion was seconded by Mr. Nolen. The motion passed unanimously.

ANNOUNCEMENTS

The next regular meeting is scheduled for July 10, 2018, at 1:00 p.m. The meeting will be at the Capital City Center's Video Conference Room #104, 130 West Mason, Springfield, Illinois. For those attending via video conference in Chicago, Room 9-036 of the James R. Thompson Center (JRTC), 100 W. Randolph St., will be reserved.

ADJOURNMENT

A motion to adjourn was made by Mr. Shadid, seconded by Mr. Crossland. Motion carried unanimously. Meeting adjourned at 1:27 P.M.