

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting-October 8, 2013

1:00 p.m.

CALL TO ORDER

The regularly scheduled 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 1:23 p.m. by Vice Chairman Dodd in Chicago.

ROLL CALL

Members Present/Location:

Marcus Dodd (Vice Chair), Illinois Department of Employment Security - Chicago

Debbie Abbott, Central Management Services - Springfield

Jane Cullen, Illinois Emergency Management Agency - Springfield

Gary Shadid, Illinois Department of Commerce and Economic Opportunity – Springfield

Stell Mallios, Office of Secretary of State - Chicago

Barb Ringler, Office of the Treasurer – Springfield

Tracy Allen, Office of the Comptroller – Springfield

Members Absent:

Julie Zemaitis, University of Illinois - Springfield - Springfield

Lesslie Morgan, Office of the Attorney General - Springfield

Stephen Kirk, Department of Transportation - Springfield

MINUTES

The September 10, 2013, meeting minutes were presented to the Board for discussion and approval. No changes were suggested.

A motion was made by Mr. Allen and seconded by Mr. Shadid to accept the September 10, 2013 minutes. The motion carried unanimously.

REPORTS AND UPDATED

CPE Coordinator

The CPE Coordinator was not present at the meeting, so the Board passed on this report.

FOIA

Mrs. Ringler reported that there was no FOIA activity.

Guidance Coordinator

The Guidance Coordinator was not present at the meeting, so the Board passed on this report.

Quality Assurance Reviews – Current Reviews and Request

Mr. Dodd presented the CMS QAR for discussion and approval.

A motion was made by Mr. Allen and seconded by Mrs. Ringler to approve the CMS QAR Report. The motion carried unanimously with the exception of Mrs. Abbott who abstained.

New Business

Approve Calendar Year 2014 Meeting Dates

The Calendar Year 2014 Meeting Dates were presented and discussed by the Board. Mr. Dodd made a comment that the date and need for the October meeting may need to be revisited based on the timing of the 2014 Fall Conference.

A motion was made by Mr. Shadid and seconded by Mrs. Abbott to accept the Calendar Year 2014 meeting dates. The motion carried unanimously.

Proposed Revision to the By-Laws

The Board passed on this topic until we have more Board members present for the discussion.

Coordinator Assignments

No changes since the September 10th meeting.

Old Business

Status of Fall Conference

Mr. Allen discussed that he has been in contract with all of the speakers, obtained bios, confirmed the attendance, and has the speaker introductions. There are 119 attendees for the two days, and 1 attendee who will attend only one day. Mr. Allen discussed the financial status of the conference.

No concerns or questions were raised by the Board.

SIAAB Resource Page

The Board passed on this topic until we have more Board members present for the discussion.

Records Retention project

The Board discussed that it was previously determined that the Records Retention project is not urgent and will be taken up after the Board completes other initiatives like the updating of the SIAAB Resource page and the Fall Conference.

ANNOUNCEMENTS

The next regular meeting is scheduled for November 12, 2013 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 JRTC will be reserved.

ADJOURNMENT

Motion made by Mrs. Cullen to adjourn the meeting.

Second: Mrs. Abbott

Vote was unanimous and the meeting was adjourned at 1:31 p.m.