

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

MINUTES
Board Meeting March 10, 2004

A regular meeting of the State Internal Audit Advisory Board was held on March 10, 2004 at the Capital City Center, Springfield, Illinois. This meeting was called to order by Chair Rusti Cummings at 10:16 A.M.

Members Present:

Rusti Cummings, Vice Chair - Office of the Comptroller
Lesslie D. Morgan, Chair - Office of the Attorney General
John W. Cressman - Illinois Office of Internal Audit
Kathleen Moreno - Eastern Illinois University

Members Absent:

Barbara Ringler - Office of the Treasurer
Al DiSilvestro - IL Secretary of State

Minutes:

The Board reviewed the minutes from the February 11, 2004 meeting. After one correction, a motion was made by Ms. Morgan and seconded by Mr. Cressman to accept the minutes. All approved the motion.

Old Business:

Performance Committee - Peer Review

Ms. Moreno reported that she had spent the day at the University of Illinois reviewing the Peer Review. The University is furnishing laptops for Ms. Moreno and Ms. Ringler to review the report as it is in Lotus Notes. When Ms. Ringler receives her laptop, she will review the report.

Carol Carter of Western Illinois University notified the Board that she has not received the final copy of their Peer Review. Chair Cummings will follow up.

CPE Coordinator - Certifications and Records

Ms. Morgan reported that she had received a request from an individual from Ohio to take the Peer Review Course.

Appointment - State College and Universities

Chair Cummings reported she has not received a decision regarding the letter sent to the Governor's Office of Boards and Commissions on December 17 submitting Ms. Kathleen Moreno of Eastern Illinois University and Mr. Richard Traver of the University of Illinois for consideration to fill the State College and Universities term appointment.

New Business:

Committees

A motion was made by Chair Cummings and seconded by Ms. Moreno for the following committees member updates:

Executive Committee:

Barb Ringler

Lesslie Morgan

Rusti Cummings

Performance Committee:

John Cressman

Kathleen Moreno

Barb Ringler

Committee Guidelines and needs for Training

Chair Cummings suggested and the Board agreed to establish a Committee Guideline Committee. The Committee will include Chair Cummings, Mr. Cressman and Ms. Shelly Martin of the Illinois Office of Internal Audit (IOIA). Mr. Cressman volunteered staff from IOIA to work on the committee.

Ms. Morgan suggested the Board review what other organizations are doing. Mr. Cressman suggested the Board look into the federal guidelines. Ms. Morgan suggested that the Board send emails to the State Internal Audit Managers and ask for volunteers to serve on the Committee. The Board agreed and Chair Cummings will send the emails.

It was agreed that the State Internal Audit Advisory Board should have a fall training session.

Announcements:

No announcements.

Schedule Next Meeting:

The next meeting will be held on April 14, 2004 at the Capital City Center, 130 W. Mason, Springfield, Illinois in Room 103.

Adjournment:

A motion to adjourn was made by Ms. Morgan and seconded by Mr. Cressman. All were in favor. The meeting was adjourned at 11:40 A.M.