

January 13, 1998

The regular meeting of the State Internal Audit Advisory Board was held on January 13, 1998, at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Bill Coons called the meeting to order at 9:30 A.M. Roll call was taken.

Members Present:

Bill Coons, Chairman - Professional Regulation
Mike Moody, Vice Chairman - Office of the Comptroller
John Cain - Office of the Secretary of State
Nancy Hilger - Commerce & Community Affairs
Jack Schoonover - Western Illinois University
Bob Schwarz - Central Management Services
Dick Traver - University of Illinois
Ben Zemaitis - Department of Revenue

Members Absent:

Brad Hammond - Department of Natural Resources
Jim Reid - Office of the Attorney General
Stan Brown - Office of the Treasurer

Guests:

Gloria Ring, University of Illinois (Presenter)
Lesslie Morgan, Ill. Dept. of Insurance
Stu Gresham, Environmental Protection Agency
John White, Illinois State Police
Tina Neely, Financial Institutions

Regular Meeting:

Chairman Coons asked if there were any corrections to the minutes of the December 1997 meeting. Ben Zemaitis brought up the wording of the last two sentences on Page 2 which dealt with the PSA series. After a discussion, it was agreed to delete these two sentences.

Ben Zemaitis also felt we should expand the area in the minutes regarding the motion he made regarding peer review, and include the explanation provided in the letter that Brad Hammond distributed to the State Internal Auditors.

Old Business:

Peer Review

Response results to the letter that Brad Hammond had sent out were distributed. A discussion was held.

Ben Zemaitis brought up the question, what are we going to do in the situations where agencies did not respond; he suggested we send a follow-up letter. Mike Moody agreed, and that we tell them if they do not respond within 15 days that the Board will consider them not a part of the program. On the listing, for those that do not have a Chief Internal Auditor, we still need to follow up (4 or 5 listed do not).

It was decided that the Chairman will send out the follow-up letter to notify them to get back to us within 15 days to let us know if they are going to participate in Peer Reviews. In addition, a letter is to be sent to those agencies that do not have a Chief Internal Auditor that they are not at this time a part of the quality assurance/peer review program. Upon appointment of a Chief Internal Auditor, they should contact the Board.

Again, the Board took the position that the Board only coordinates and that we cannot mandate. A suggestion to look at the By-Laws was made to ensure that our By-Laws follow the position of the Board. It was decided that this issue will be reviewed at the next meeting.

New Business:

No new business.

Announcements:

Mike Moody announced that the Springfield Chapter of the IIA is hosting the 1998 State and Local Government Conference here in Springfield on October 19 and 20. If you are interested in helping with this or know of someone who would be a good speaker, please contact Mike.

Next Meeting:

The next scheduled meeting will be held February 13, 1998, at 9:30 A.M. in the regular meeting room at the Illinois State Museum Collection Center, Springfield, Illinois.

Adjournment:

A motion to adjourn was made by Jack Schoonover, seconded by Ben Zemaitis; the meeting was adjourned at 10:00 A.M.

Demonstration:

Following the meeting, Gloria Ring, who works with Dick Traver at the University of Illinois, gave a software demonstration of Control Assessment Tool - Version II. This was attended by the Members present and a number of Chief Internal Auditors from various State agencies.