

April 11, 2000

The regular monthly meeting of the State Internal Audit Advisory Board was held on April 11, 2000, at the Capital City Center, Springfield, Illinois. Chair Bob Schwarz called the meeting to order at 9:32 a.m.

Members Present:

Nancy J. Hilger - Chair- Department of Commerce and Community Affairs
Bradley W. Hammond - Department of Natural Resources
Robert Schwarz - Vice Chair - Department of Central Management Services
Barbara Ringler - Office of the Treasurer
C. William (Bill) Coons - Department of Professional Regulation

Members Absent:

Richard O. Traver - University of Illinois
James S. Reid - Office of the Attorney General
Al DiSilvestro - IL Secretary of State
Stan Brown - Office of the Comptroller

Minutes:

The Board at this meeting reviewed the minutes from the March 14, 2000 meeting. A motion was made by Bill Coons to accept the minutes. Barb Ringler seconded this motion. All were in favor. No were opposed.

Old Business:

None

New Business:

Status of Board Appointments/Length of Appointments/Attorney General Comment

Chair Schwarz has received no response to date from the Governor's Office regarding this Board's pending appointments. A general discussion was held regarding the pending appointments.

Chair Schwarz also reported that Jim Reid, Attorney General's Office, had spoken to his chief opinion maker who had stated that the public policy of the State of Illinois is that an appointee to this Board will continue to serve until they are replaced.

Proposed Change to Election of Chair

Chair Schwarz stated that time frames for election of officers to this Board will not change, as previously discussed in the March, 2000 meeting. Bill Coons stated that it should be written in the bylaws that a member of this Board is to serve until replaced, as per Jim Reid's above information. Chair Schwarz suggested composing a Memorandum of Understanding reflecting this point, rather than including it in the bylaws. All agreed.

Statewide Internal Audit Manager's Meeting Update

Chair Schwarz reported that Starved Rock State Park would charge \$150 per day to reserve their large meeting room. Our budget for this meeting is \$500. Therefore, after paying for the reservation of the large conference room for two days, there is only \$200 remaining for other expenses. All agreed that gifts for the speakers should be a first priority for this remaining \$200. Whatever is left should be used for the reception.

Starved Rock also requested that Chair Schwarz sign a contract and also pay a \$1,500 cancellation fee that would be returned if the meeting was actually held. Chair Schwarz informed Starved Rock that this Board did not have any funds, and therefore, could not provide this down payment. Starved Rock agreed to allow Chair Schwarz to sign the contract without providing the cancellation fee.

Chair Schwarz also reported that 30 people currently have confirmed their attendance at the meeting next month. He is anticipating approximately 40 in attendance.

Whether to offer a nature tour to the meeting attendees will be decided at a later date.

Brad Hammond inquired whether the agenda had been firmed up. Chair Schwarz responded that there is some degree of flexibility in the current agenda. He will review the agenda again and see if some time allotments need to be adjusted

PSA Option 8C Certifications

Chair Schwarz stated the Public Service Administrator, Option 8C title currently requires a Bachelor's Degree with a CPA or CIA certification. A request has been made to CMS to add the CISA certification as one of the qualifying requirements. Several concerns were brought to the table for discussion. Chair Schwarz suggested that it may be better to create another option, rather than include the CISA certification in Option 8C. A general discussion was held. All agreed for Chair Schwarz to suggest not including the CISA certification in the 8C option. The PSA title, in general, was discussed.

Announcements:

Chair Schwarz reported that he posted the Public Notice of future IAAB meetings at the Capital City Center, Springfield, Illinois.

Brad Hammond stated he contacted Bruce Bullard from the Auditor General's Office and informed him what this Board would like him to talk about at next month's Statewide Internal Auditor Manager's Meeting. Mr. Bullard confirmed his attendance, as well as Sam Stiles, and requested a list of all confirmed meeting attendees. He wanted to know so he is better prepared for any questions they may arise at the meeting. Chair Schwarz will provide this list to Brad, who will forward it onto Mr. Bullard. Nancy Hilger stated she had a question for Mr. Bullard. She would like to know if the Auditor General's Office intends to accept electronic documentation in the future. Brad will forward this question onto Mr. Bullard for reply.

Next Meeting:

The next meeting is to be May 9, 2000 at 9:30 a.m. in the regular meeting room at the Capital City Center, Springfield, Illinois. All agreed this meeting was not necessary since the Statewide Internal Audit Manager's Meeting in Utica, Illinois will be held the following week, May 15-16, 2000.

Adjournment:

A motion to adjourn was made by Bill Coons and seconded by Brad Hammond. All were in favor. None were opposed. The meeting was adjourned at 10:31 a.m.