

October 9, 2001

A regular meeting of the State Internal Audit Advisory Board was held on October 9, 2001 at the Capital City Center, Springfield, Illinois. The meeting was called to order by Chair Barb Ringler at 10:04 A.M.

Members Present:

Barbara Ringler - Chair - Office of the Treasurer
C. William Coons - Department of Professional Regulation
Stephen D. Kirk - Capital Development Board
Robert Schwarz - Department of Central Management Services
Lesslie D. Morgan - Vice-Chair -Department of Insurance
Carol Kraus - Office of the Comptroller

Members Absent:

James S. Reid - Office of the Attorney General
Nancy J. Hilger - Department of Agriculture
Al DiSilvestro - IL Secretary of State
Richard E. Traver - University of Illinois
Bradley W. Hammond - Department of Natural Resources

Minutes:

The Board reviewed the minutes from the September 17, 2001 meeting. A motion was made by Mr. Coons and seconded by Ms. Kraus that the minutes be amended as following; As Richard Traver is a Board member until the appointment of Kathleen Moreno, that Mr. Traver is recorded as a Board member and Ms. Moreno be recorded as a guest. Motion approved. A motion was made by Mr. Schwarz and seconded by Mr. Coons to accept the minutes as amended. Motion approved.

Old Business:

Peer Review

There are no updates on Peer Review.

Board Membership Recommendations to Governor

Mr. Schwarz reported the appointments of the Board's 2001 nominees for terms ending in 2004, Lesslie Morgan and Kathleen Moreno continues to be on the agenda for the next meeting of the Governor's Boards and Commissions.

At the September meeting Mr. Schwarz stated that the Board has one member whose term expires in 2002 and three members whose terms expire in 2003. Mr. Schwarz met with Governor's Boards and Commissions who determined Mr. Kirk's term was to 2002. This means that the State Internal Audit Advisory Board needs to recommend to the Boards and Commissions two appointments to end in 2005. Mr. Schwarz suggested that we submit nominations, as the appointment process is time consuming. Chair Ringler reported that Mr. Kirk has expressed an interest in a second term.

Retreat Discussion

Chair Ringler reported that thirty-seven have registered for the Retreat. Chair Ringler asked the Board members for suggestions of topics to be discussed at the Retreat. Chair Ringler reported that she had received one suggestion for Performance Measures be addressed at the Retreat. After discussion, the Board decided to postpone the discussion on Performance Measures until the State Audit Conference on November 1, 2001.

Mr. Coons suggested the Retreat address the issue of more Board involvement with the Chief Internal Auditors.

Mr. Schwarz reported that he had a request from a code Agency about the Central Management Services' requirements for the Auditor I position. The auditor has requested a listing of the eligible people for the Auditor I position and discovered that the majority did not have auditing experience. CMS Personnel told Mr. Schwarz that in 1989 the Board had requested that the qualifications be changed to accept accounting as equivalent to auditing experience as not enough people were applying for the Auditor I position. CMS said the requirements may be adjusted, if the Board requested. Mr. Schwarz suggested a committee be established to address this issue and the Board decided to request committee volunteers at the Retreat.

New Business:

The Board counted the Chief Internal Auditors ballots regarding the proposed FCIAA changes. As all Board members were not present, the Chair will conduct a phone survey of Board members to get approval to report that the Board will move forward with the proposed revision to FCIAA.

Ms. Morgan motioned that the bylaw on quorums be changed from waiting for thirty minutes to waiting for ten minutes after the posted starting time of the meeting. Mr. Kirk seconded the motion, all were in favor.

"If a quorum is not present, the presiding Chairperson may reconvene the meeting after 30 minutes from the appointed time, in order to conduct regular business. (May 21, 1990)"

Announcements:

There were no announcements.

Next Meeting:

The next meeting will be held on November 13, 2001, at 10:00 A.M. at the Capital City Center, 130 W. Mason, Springfield, Illinois, in Room 103.

Adjournment:

A motion to adjourn was made by Mr. Kirk and seconded by Mr. Coons. All were in favor. The meeting was adjourned at 11:25 A.M.