

March 12, 2002

A regular meeting of the State Internal Audit Advisory Board was held on March 12, 2002, at the Capital City Center, Springfield, Illinois. The meeting was called to order by Chair Lesslie Morgan at 2:00 P.M.

Members Present:

Lesslie D. Morgan - Chair - Department of Insurance
Stephen D. Kirk - Vice-Chair - Capital Development Board
Carol Kraus - Office of the Comptroller
Barbara Ringler - Office of the Treasurer
C. William Coons - Department of Professional Regulation
Nancy J. Hilger - Department of Agriculture

Members Absent:

James S. Reid - Office of the Attorney General
Al DiSilvestro - IL Secretary of State
Robert Schwarz - Department of Central Management Services
Bradley W. Hammond - Department of Natural Resources
Kathleen Moreno - Eastern Illinois University

Minutes:

The Board reviewed the minutes from the February 13, 2002 meeting. A motion was made by Ms. Hilger and seconded by Mr. Coons to accept the minutes. All approved the motion.

Old Business:

Peer Review

Chair Morgan reported that:

- Chicago State University - Peer Review has been issued.
- Board of Education - Second review has been completed.
- State Universities Retirement System - Chair Morgan has received and will distribute to the Chair of the Report Acceptance Committee.
- Outstanding Peer Reviews:
 - Western Illinois University - Completed but Review Committee has not received the work papers.
 - Professional Regulations - Fieldwork has been completed.

Chair Morgan will turn over the work papers and spreadsheets to the next Chairperson of the committee.

Chair Morgan reported that the Board has not taken any action on the report that was given to the Board by Brad Hammond at the January 8, 2002 meeting. Robert Schwarz and Brad Hammond prepared the document after discussion with the Audit Managers at the October 8th Audit Managers' Meeting. The report was a consensus of where the Board is going with the Peer Review process given the change with the Standards. With this issue in mind, Chair Morgan prepared "Interim Peer Review Process" guidelines. After discussion and some minor changes, Mr. Coons moved and Ms. Kraus seconded that the Board accept the guidelines (see attachment). All were in favor.

Board Membership Recommendations to Governor

Chair Morgan contacted the Governor's Office in regards to the recommended reappointments of Mr. Kirk and Mr. Coons to the State Internal Audit Advisory Board. The issue will be presented to the Governor within the next two to three weeks.

Spring Retreat Discussion

Chair Morgan reported that Mr. Schwarz will contact the individuals assigned to oversee the PKI and Governor's Homeland Security Committee to see if they would be available to make a presentation at the May Manager's Meeting. Chair Morgan emailed Ben Zemaitis inquiring if he would be interested in making a presentation on Risk Assessment - Entity Wide. Mr. Zemaitis responded that he would be interested and to contact him when the details have been finalized.

New Business:

Committee Appointments

Chair Morgan announced committee appointments for 2002:

- Executive Committee

Chairperson - Lesslie Morgan
Vice-Chair - Stephen Kirk
Brad Hammond

- Report Acceptance Committee

SIAAB

Chairperson - Carol Kraus
Vice-Chair - Nancy Hilger

SIAMG

Kathleen Moreno

- Quality Assurance/Peer Review Bylaw Committees
- Revise Peer Review Bylaws To Correlate With IIA Standards

SIAAB

Chairperson - Brad Hammond
Steve Kirk

SIAMG

Ric Rowe

- Develop New Peer Review Program To Be Used By Teams

SIAAB

Chairperson - Barb Ringler
Carol Kraus

SIAMG

Jane Hughes-Jackson

- Revise Online Peer Review Training

SIAAB

Chairperson - Lesslie Morgan
Kathleen Moreno

SIAMG

Sharon Downen

- FCIAA Liaison - Steve Kirk
- SIAMG Liaison - Robert Schwarz

Announcements:

Mr. Coons announced that a seminar will be held August 28-29, 2002 on "Following the Money Trail", by the Assistant Auditor General of Florida. Mr. Coons will forward information when finalized.

Next Meeting:

The next meeting will be held on April 9, 2002, at 2:00 P.M. at the Capital City Center, 130 W. Mason, Springfield, Illinois, in Room 103.

Adjournment:

A motion to adjourn was made by Mr. Coons and seconded by Mr. Kirk. All were in favor. The meeting was adjourned at 2:51 P.M.