

April 9, 2002

A regular meeting of the State Internal Audit Advisory Board was held on April 9, 2002, at the Capital City Center, Springfield, Illinois. The meeting was called to order by Chair Lesslie Morgan at 2:04 P.M.

Members Present:

Lesslie D. Morgan - Chair - Department of Insurance
Stephen D. Kirk - Vice-Chair - Capital Development Board
Robert Schwarz - Department of Central Management Services
Barbara Ringler - Office of the Treasurer
Nancy J. Hilger - Department of Agriculture
Bradley W. Hammond - Department of Natural Resources

Members Absent:

James S. Reid - Office of the Attorney General
Carol Kraus - Office of the Comptroller
Al DiSilvestro - IL Secretary of State
C. William Coons - Department of Professional Regulation
Kathleen Moreno - Eastern Illinois University

Minutes:

The Board reviewed the minutes from the March 12, 2002 meeting. A motion was made by Ms. Ringler and seconded by Mr. Schwarz to accept the minutes. All approved the motion.

Old Business:

Peer Review

Chair Morgan reported that due to the absence of Ms. Kraus there are no updates to the most recent Peer Reviews.

Chair Morgan reported that the *Quality Assurance/Peer Review Bylaw Committees* met and discussed procedures with the desire to have the committees working together to accomplish the overall goals. The committees include:

- Revise Peer Review Bylaws To Correlate With IIA Standards Committee
 - Chairperson - Brad Hammond
- Develop New Peer Review Program To Be Used By Teams Committee
 - Chairperson - Barb Ringler
- Revise Online Peer Review Training Committee

- Chairperson - Lesslie Morgan

Mr. Hammond will present the Draft Bylaws to the Board at the July Board meeting. Ms. Ringler will present her Program results at the September Board meeting. Ms. Morgan will present the Training information at the November Board meeting. Committee Chairs will be calling committees together starting the process, the Chairs will report to the Board on monthly basis. The goal is to have everything completed by January 1, 2003, so that the training may be posted online.

Board Membership Recommendations to Governor

Mr. Schwarz 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 Governor's Office is only doing applications for paid positions and those requiring Senate approval. Mr. Schwarz will contact Mr. Kevin Wright for assistance.

Spring Retreat Discussion

Chair Morgan reported that Mr. Ben Zemaitis would be making a presentation on Risk Assessment - Entity Wide at the May Managers' Meeting. Mr. Schwarz is working with the individuals assigned to oversee the PKI and Governor's Homeland Security Committee to see if they would be available to make presentations.

FCIAA

Chair Morgan reported that a meeting had been scheduled with the Office of the Auditor General to discuss FCIAA concerns and audit issue. The meeting is scheduled for May 7, 2002 and an update to be provided to the audit managers at the spring meeting.

New Business:

No new business.

Announcements:

No announcements.

Next Meeting:

The next meeting will be held on May 14, 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. Kirk and seconded by Mr. Schwarz. All were in favor. The meeting was adjourned at 3:30 P.M.