

December 12, 2002

A regular meeting of the State Internal Audit Advisory Board was held on December 12, 2002 at the Capital City Center, Springfield, Illinois. The meeting was called to order by Chair Lesslie Morgan at 10:00 A.M. Due to a lack of a quorum, the meeting was reconvened at 10:10 A.M. under Adopted Motion #18.

If a quorum is not present, the presiding Chairperson may reconvene the meeting after ten minutes from the appointed time, in order to conduct regular business. (October 9, 2001)

Members Present:

Lesslie D. Morgan - Chair - Department of Insurance
Stephen D. Kirk - Vice-Chair - Capital Development Board
Robert Schwarz - Department of Central Management Services
Bradley W. Hammond - Department of Natural Resources
Valerie Koch - Office of the Attorney General - Substitute for James S. Reid
Guest - Shelly Martin - Department of Central Management Services

Members Absent:

Carol Kraus - Office of the Comptroller
Barbara Ringler - Office of the Treasurer
Al DiSilvestro - IL Secretary of State
C. William Coons - Department of Professional Regulation
Kathleen Moreno - Eastern Illinois University
Nancy J. Hilger - Department of Agriculture

Minutes:

The Board reviewed the minutes from the November 21, 2002 meeting. A motion was made by Mr. Schwarz and seconded by Mr. Kirk to accept the minutes. All approved the motion.

Old Business:

Peer Review

Report Acceptance Committee Chair - The Executive Committee has issued the Peer Review Report for the State Employee Retirement System.

There are no updates concerning the Western Illinois University Peer Review.

Mr. Hammond reported that he had spoken with Mr. Coons in regards to the status of the Peer Review report for Department of Professional Regulation. The Board has decided not to proceed with the existing report and start anew.

Quality Assurance Committees:

Revise Online Peer Review Training Committee. Chairperson - Barb Ringle

Chair Morgan reported that the Webmaster has loaded the Quality Assurance Online Training Course on the system and some Board members have volunteered to take the test. Chair Morgan would like their comments back by the end of the year so the course can be made available early 2003.

Chair Morgan asked the Board if the test should be printable and if auditors would be allowed to take the test more than once. After discussion, the Board agreed to leave the test set up the same way as in the past, printable and available to take more than once.

SIAAB Adopted Motions Listing

After review of a draft copy of the SIAAB Adopted Motions, the Board agreed to table until next meeting.

New Business:

Meeting Dates for 2003

Mr. Schwarz motioned and Mr. Hammond seconded that the proposed meeting dates for 2003 be accepted. All approved.

Nominations for Chairperson and Vice-Chairperson

A motion was made by Mr. Hammond and seconded by Mr. Schwarz that Mr. Steve Kirk be nominated for Chairperson of the State Internal Audit Advisory Board.

A motion was made by Mr. Hammond and seconded by Mr. Schwarz that Ms. Carol Kraus be nominated for Vice-Chairperson of the State Internal Audit Advisory Board.

Mr. Hammond motioned and Ms. Koch seconded that nominations be closed. All approved.

The vote will be held at the January 8, 2003 meeting with the new Chair and Vice-Chair taking office on March 1st.

Announcements:

Mr. Schwarz announced that Ms. Shelly Martin has been appointed the New Chief Auditor for the Department of Central Management Services and thus will be serving on the Board.

Members of the Board announced that it has been a pleasure and honor to serve on the Board with retiring members Robert Schwarz, Nancy Hilger, and William Coons.

The Board discussed the possibility of a retreat in the Spring. Ms. Easley will gather information to present to the Board at next meeting.

Schedule Next Meeting:

The next meeting will be held on January 8, 2003, 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. Schwarz and seconded by Ms. Koch. All were in favor. The meeting was adjourned at 10:50 A.M.