

**January 8, 2003**

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A regular meeting of the State Internal Audit Advisory Board was held on January 8, 2003 at the Capital City Center, Springfield, Illinois. This meeting was called to order by Chair Lesslie Morgan at 10:00 A.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  
Valerie Koch - Office of the Attorney General - Substitute for James S. Reid

**Members Absent:**

Al DiSilvestro - IL Secretary of State  
Kathleen Moreno - Eastern Illinois University  
Bradley W. Hammond - Department of Natural Resources  
Shelly Martin - Central Management Services

**Minutes:**

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

**Old Business:**

*Peer Review*

The Western Illinois University (WIU) review has not been completed. Nancy Hilger did not have time to complete her review prior to her retirement. The current Committee members are Ms. Kraus and Ms. Moreno. Nancy Hilger had also served on the Committee prior to her retirement. Ms. Moreno served on the WIU peer review team, so she cannot perform a review. Therefore, Ms. Morgan has volunteered to do one of the two reviews when the workpapers are made available to her.

*Quality Assurance Committees*

The Quality Assurance Online Training Course went online on January 2, 2003. People can now sign up to take the Course, which is worth 8 CPE hours. Individuals wishing to sign up must register through Eduardo Mascorro at the University of Illinois. The Quality Assurance Peer Review Program is linked to the Online Training Course at Lesson 15. Ms. Kraus and Ms. Ringler were asked to review and approve the Program. Once approved, there will also be a separate button to access the Program other than through Lesson 15 of the Course.

### ***Spring Retreat***

Mr. Kirk reported that Mr. Hammond had the Department of Natural Resources building reserved for the spring Audit Manager's Retreat. Mr. Kirk was not certain of the dates, but indicated it was the first part of May 2003. He will contact Mr. Hammond to determine the exact dates.

### ***SIAAB Adopted Motions***

Discussion was held on the SIAAB Adopted Motions. It was decided to leave both the current and historical motions as a reference. Ms. Morgan will ask Brenda Easley to send out the revised draft of the Adopted Motions.

### **New Business:**

#### ***Election of Chair and Vice-Chair***

Discussion was held on when nominations, election, and new officers take over their new duties. Ms. Morgan gave history on when these steps had taken place in the past. As a result of a lengthy discussion, there were four motions made and approved to be added to the bylaws.

The first motion made by Ms. Koch was that the nominations be held in February, election in March, with new officers taking over duties immediately following the adjournment of the March meeting. This was seconded by Ms. Kraus.

Mr. Kirk made a motion and Ms. Kraus seconded that if a Chair leaves his position, the Vice-Chair will automatically take over the Chair duties and nominations and election of a new Vice Chair will be held in the succeeding months. The motion carried.

The next motion approved was that if a Board member from one of the constitutional offices or CMS resigns his position to take a Chief Internal Auditor position with another State agency, the Board may recommend the former member be appointed to a vacancy that may exist in the six positions appointed by the Governor.

The last motion approved was that if the Board has made a recommendation to the Governor's Office for a Board member's reappointment and no decision for reappointment has been made, the Board member will continue to serve until an appointment or reappointment has been made.

Ms. Ringler will send proposed bylaw wording to Ms. Morgan for comments, and then to the other three Board members present at the January 8, 2003 meeting. After their approval, the proposed bylaws will be sent to all Board members.

### **Announcements:**

None

**Schedule Next Meeting:**

The next meeting will be held on February 13, 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 Ms. Koch and seconded by Mr. Kirk. All were in favor. The meeting was adjourned at 11:15 A.M.