

February 13, 2003

A regular meeting of the State Internal Audit Advisory Board was held on February 13, 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
Shelly Martin - Central Management Services
Carol Kraus - Office of the Comptroller
Barbara Ringler - Office of the Treasurer
Bradley W. Hammond - Department of Natural Resources

Members Absent:

James S. Reid - Office of the Attorney General
Al DiSilvestro - IL Secretary of State
Kathleen Moreno - Eastern Illinois University

Minutes:

The Board reviewed the minutes from the January 8, 2003 meeting. Ms. Morgan requested that the minutes reflect that Shelly Martin was not present at the January meeting. A motion was made by Ms. Ringler and seconded by Ms. Kraus to accept the amended minutes. All approved the motion.

Old Business:

Peer Review

The Western Illinois University (WIU) Peer Review has been reviewed by Ms. Kraus. Ms. Ringler will review and make recommendations to the Executive Committee.

Mr. Hammond asked the Board if he was still the Peer Review Liaison as he had received a question from a Chief Internal Auditor requesting Peer Review information. Chair Morgan confirmed that he was still the liaison and thus could respond for the Board.

Quality Assurance Committees

As the Quality Assurance Online Training Course went online on January 2, 2003, the committee is no longer meeting.

Peer Review Bylaws

Ms. Morgan reported there is no discussion in the bylaws or standards as to how the elections for Chair and Vice-Chair are nominated and elected. After discussion the Board decided the best practice is to incorporate the procedures as part of the operational bylaws.

A motion was made by Mr. Hammond and seconded by Mr. Kirk to create bylaws covering the general organization of the Board that would include all motions the Board has adopted over the years covering the same.

New Business:

Election of Chair and Vice-Chair

A motion was made by Ms. Ringler and seconded by Mr. Hammond to accept the nominations of Mr. Steve Kirk for Chair and Ms. Carol Kraus for Vice-Chair from the December meeting. Five Board members were in favor, one opposed. The motion carried.

A motion was made by Ms. Martin and seconded by Ms. Ringler to hold the election.

During discussion the question was asked as to when the new terms of office would start. The Board decided that the terms would start at the conclusion of the meeting in which the elections were held. Four Board members were in favor, two opposed. The motion carried.

A motion was made by Mr. Hammond and seconded by Ms. Ringler that since the nominates are unopposed that the Board vote on both at the same time. All were in favor.

A motion was made by Mr. Hammond and seconded by Ms. Ringler to elect Mr. Kirk Chair and Ms. Kraus Vice-Chair of the Board. All were in favor.

Spring Retreat

Mr. Kirk reported the Department of Natural Resources Conference Center has been reserved for the Spring Retreat on May 6 & 7, 2003.

Announcements:

None

Schedule Next Meeting:

The next meeting will be held on March 12, 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. Martin and seconded by Mr. Kirk. All were in favor. The meeting was adjourned at 11:30 A.M.