

March 12, 2003

A regular meeting of the State Internal Audit Advisory Board was held on March 12, 2003 at the Capital City Center, Springfield, Illinois. This meeting was called to order by Chair Stephen Kirk at 10:00 A.M.

Members Present:

Stephen D. Kirk - Capital Development Board
Carol Kraus - Vice-Chair - Office of the Comptroller
Shelly Martin - Central Management Services
Barbara Ringler - Office of the Treasurer
Lesslie D. Morgan - Department of Insurance

Members Absent:

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

Minutes:

The Board reviewed the minutes from the February 13, 2003 meeting. A motion was made by Ms. Ringler and seconded by Ms. Martin to accept the amended minutes. All approved the motion.

Old Business:

Peer Review

Ms. Ringler has reviewed the Western Illinois University (WIU) Peer Review and she agrees with the comments made by Ms. Kraus during her review. Ms. Kraus noted that there are no conclusions on some of the issues thus the report should be returned to the Team Leader. Ms. Ringler will approach the Team Leader with the Board's request.

Ms. Kraus announced that she would not be able to continue to serve on the Peer Review Teams as she is leaving Internal Auditing to accept a position with another Agency.

The Board would like to express its appreciation for Ms. Kraus' contributions and dedication to the Board.

Quality Assurance Committees

The Quality Assurance Committee has been dissolved.

Peer Review Bylaws

Mr. Hammond is working 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.

Board Vacancies

In response to the Board's recruitment letter to the Chief Internal Auditors, Jim Lopinski and Jeff Derrick have expressed an interest in serving on the Board.

Mr. Hammond's term expired February 1, 2003. A motion was made by Ms. Ringler and seconded by Ms. Morgan to make a recommendation to the Boards & Commissions to have Mr. Hammond reappointed. All approved.

Ms. Morgan suggested the Board approach some of the new Chiefs of the larger Agencies so the Board could have a mix of small and large agencies.

A motion was made by Ms. Morgan and seconded by Ms. Ringler due to the fact that some agencies have not filled key positions that the Board postpone any recommendations to the Boards & Commissions until next month. All approved.

FCIAA

No updates.

New Business:

University of Illinois Peer Review Request

Mr. Traver of the University of Illinois would like to address the Board at the next meeting regarding his request for permission to do a Self-Assessment with Independent Validation Peer Review.

Spring Retreat

The Board decided to invite Audit Managers and one staff member to the first day of the Spring Retreat on May 6 & 7, 2003 and Audit Managers only to the second day.

An email will be sent to Audit Managers announcing the Conference and requesting ideas for topics to be addressed by the speakers.

Announcements:

Due to Ms. Kraus' resignation the position of Vice-President will be open for nominations at the next meeting.

Schedule Next Meeting:

The next meeting will be held on May 14 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. Morgan and seconded by Ms. Martin. All were in favor. The meeting was adjourned at 11:08 A.M.