

**September 10, 2003**

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A regular meeting of the State Internal Audit Advisory Board was held on September 10, 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  
Shelly Martin - Central Management Services  
Lesslie D. Morgan - Office of the Attorney General  
Barbara Ringler - Office of the Treasurer  
Rusti Cummings - Office of the Comptroller  
Guest - John Cressman, Central Management Service - Illinois Office of Internal Audits

**Members Absent:**

Bradley W. Hammond - Department of Natural Resources  
Al DiSilvestro - IL Secretary of State  
Kathleen Moreno - Eastern Illinois University

**Minutes:**

The Board reviewed the minutes from the July 14, 2003 meeting. A motion was made by Ms. Morgan and seconded by Ms. Ringler to accept the minutes. All approved the motion.

**Old Business:**

*Peer Review*

The University of Illinois self-assessment should be completed by October 1, 2003 and provided to the external independent validation team shortly thereafter. Members of the Performance Committee will need to be appointed by the Board to review the workpapers. The workpapers should be available for the Performance Committee review by early November 2003.

As discussed at the July 2003 Board meeting, Lesslie has taken on the oversight of the CPE responsibilities previously held by Brad Hammond.

**New Business:**

In the past the board has used the Peer Review Bylaws and a list of current/historical motions to respond to administrative issues as they arise. A committee will be appointed to develop separate Administrative By-Laws to address the administrative operations of the Board.

John Cressman from the Illinois Office of Internal Audits announced that the Internal Audit consolidation would take place October 1st. There would be a new organization structure from 46 agencies to 5 programmatic areas. The plan is for the Staff of Springfield and Chicago to be physically located together in two areas (Chicago/Springfield) by the end of the year. The move consists of 125 employees in Springfield and 25 in Chicago. Mr. Cressman asked if he could have a representative from one of the 5 areas to continue to be on the Board, it is not necessary that this person be able to vote. John will get advice from legal that has been helping with the consolidation.

The Board discussed that the meetings were open to the public so there should not be a problem with the managers attending, however, they would not be considered voting members of the Board. The Board will review the definition of the membership requirements, and if necessary seek an opinion from the Attorney General's Office, as the Board has done in the past.

Lesslie recommended that since the composition of the Board has changed with EO10 that we look into providing teleconferencing availability to those members who may need to travel to attend.

Steve indicated that he and Shelly would no longer be in a positions to serve on the Board effective with the October meeting and that the Board would need to determine who would take over the Chair and Vice Chair positions. The Board discussed who should assume the Acting Chair and Vice Chair positions. The past practice has generally been for nominations for Chair and Vice Chair to be conducted in January, elections in February, and the new officers taking office the first of March. It was determined by the Board that Lesslie Morgan would serve as Chair and Rusti Cummings would serve as Vice Chair through February 2004, with the new officers taking over in March 2004.

#### **Announcements:**

No announcements.

#### **Schedule Next Meeting:**

The next meeting will be held on October 8, 2003 at the Capital City Center, 130 W. Mason, Springfield, Illinois in Room 103.

#### **Adjournment:**

A motion to adjourn was made and seconded by and all were in favor. The meeting was adjourned at 11:20 A.M.