

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

WEB ADDRESS: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES

Board Meeting September 8, 2004

A regular meeting of the State Internal Audit Advisory Board was held on September 8, 2004 at the Capital City Center, Springfield, Illinois. This meeting was called to order by Chair Rusti Cummings at 10:00 A.M. Due to a lack of a quorum, the meeting was reconvened at 10:10 A.M. under Article I – Administrative Bylaws – Section Conduct of Business, 5.2 Parliamentary Procedure.

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

Members Present

Rusti Cummings, Chair - Office of the Comptroller
Barbara Ringler, Vice-Chair - Office of the Treasurer
Kathleen Moreno - Eastern Illinois University (Via Phone)
John W. Cressman - Illinois Office of Internal Audit

Members Absent

Lesslie D. Morgan - Office of the Attorney General
Al DiSilvestro - IL Secretary of State

Minutes

The Board reviewed the minutes from the August 11, 2004 meeting. In a phone call prior to the meeting, Ms. Morgan asked Ms. Cummings to request that the minutes be changed to show the adjournment time as 11:50 A.M. instead of 10:43 A.M. A motion was made by Ms. Ringler and seconded by Mr. Cressman to accept the minutes. All approved the motion.

Old Business

Performance Committee – Peer Review Update

Chair Cummings sent a letter to the University of Illinois President on behalf of the Executive Committee accepting the University of Illinois Peer Review. According to the Bylaws this report should have been issued by the Executive Committee. Due to a misunderstanding, the external reviewers distributed the report directly to the President. This

acceptance letter rectifies this misunderstanding and documents the Executive Committee's approval.

CPE Coordinator – Certifications and Records

Chair Cummings reported that Ms. Morgan indicated no certificates have been issued this month for on-line training.

Appointment – State College and Universities

Chair Cummings reported she still has not received a decision regarding the letter sent to the Governor's Office of Boards and Commissions on December 17 submitting Ms. Kathleen Moreno of Eastern Illinois University and Mr. Richard Traver of the University of Illinois for consideration to fill the State College and Universities term appointment.

Mr. Cressman will try again to contact the Governor's Office for an update.

FCIAA Certification Guidelines

The FCIAA Guideline Committee has met and will continue meeting to address the issues.

Fall Training December 2nd and 3rd

Due to conflict in speaker scheduling the Board decided they had to change the dates of Fall Training to December 2nd and 3rd. Committees will finalize and send invitations.

New Business

No new business.

Announcements

While updating the Board's listing of state internal audit managers for mailing training notification, Ms. Cummings identified two agencies with new chief internal auditors. Mr. William Kazan with the Illinois Housing Development Authority and Ms. Wendy Funk with the Illinois Student Assistance Commission. Mr. Mascorro has been asked to reflect these changes on the Board's State Internal Audit Managers' Directory.

Mr. Cressman announced that as of October 1st the Illinois Office of Internal Audits is now responsible for Toll Highway Authority, stating that the consolidation is now complete.

Schedule Next Meeting

The next meeting will be held on October 13, 2004 at the Capital City Center, 130 W. Mason, Springfield, Illinois in Room 103.

Adjournment

The meeting was adjourned at 11:10 A.M.