

STATE OF ILLINOIS

INTERNAL AUDIT ADVISORY BOARD

WEB ADDRESS: SIAAB.AUDITS.UILLINOIS.EDU

MINUTES

Board Meeting January 12, 2005

The regular meeting of the State Internal Audit Advisory Board was held on January 12th, 2005 at the Capital City Center, Springfield, Illinois. This meeting was called to order by Chair Rusti Cummings at 10:10 A.M.

Members Present

Rusti Cummings, Chair - Office of the Comptroller
Barbara Ringler, Vice-Chair - Office of the Treasurer
Kathleen Moreno - Eastern Illinois University
Lesslie D. Morgan - Office of the Attorney General
John W. Cressman - Illinois Office of Internal Audit
Al DiSilvestro - IL Secretary of State

Members Absent

None

Minutes

The Board reviewed the minutes from the December 8th, 2004 meeting. Ms. Cummings indicated that the date Mr. Tavor was going to retire needed to be changed to April instead of March. A motion was made by Ms. Morgan to approve the minutes with this revision. Ms. Moreno seconded the motion. All Board members approved and the motion was passed.

Old Business

Performance Committee

Prior to the meeting, Ms. Moreno distributed an email to all Board members asking them to look over the peer review template for necessary revisions. Ms. Morgan had an editorial change and two other areas in question that related to her discussion under new business. It was decided to table the template until the Bylaw revisions could be concluded.

CPE Coordinator's Report

Ms. Morgan reported that three people had taken the online peer review examination.

Appointment of State College and University Board Member

A response has not been received from the Boards and Commissions Director. Until a replacement has been appointed, Ms. Moreno will continue to serve as the representative for the colleges and universities.

Ethics Training for Board Members

All Board members have completed the required Ethics Training for Calendar Year 2004.

New Business

Nominations of Officers

Ms. Cummings made the motion that Ms. Ringler be nominated for Chair and Mr. Cressman nominated for Vice-Chair. Ms. Moreno seconded the motion. All approved.

A discussion was also held regarding the need to increase the number of Performance Committee members from three to a larger number. Ms. Cummings indicated that this committee could be responsible for reviewing the peer review reports for as many as twenty two audit organizations in a relatively small window of time. Mr. Cressman mentioned that he has several individuals who meet the qualifications for appointment to this committee. Mr. DiSilvestro also agreed to serve on this committee. Since the Bylaws require the members of this Committee to be selected by the Chair and approved by the Board, the Board agreed that the appointment of new Performance Committee members should be one of the first matters at hand for the incoming Chair.

Proposed Bylaw Revision

Ms. Morgan informed the Board that IIA Standard 1330 and the Board's Bylaws might be in conflict with regards to the use of the phrase "conducted in accordance with the Standards". In addition, Ms. Morgan pointed out that the information in Performance Standard sections 2100-8 and 2300-1 of the template are from the practice advisories. She recommended that these be given Board consideration and formal approval prior to including them in the template. Mr. Cressman asked about the practice advisory related to Attribute Standard 1110 as it pertained to the Audit Committee in the Public Sector. After considerable discussion, these matters were tabled. Ms. Morgan will continue to discuss this matter with the IIA personnel and report back at the next meeting. Mr. Cressman will also perform more research regarding audit committees.

Electronic Audit Software

Ms. Moreno had received an offer from a software vendor to demonstrate their software to the state internal audit community. It was decided that a Board meeting was not the best venue for such a demonstration but, if there was enough interest, it might be beneficial to contact several software vendors to include similar presentations at a future SIAAB conference.

Peer Review Exam

Ms. Cummings indicated that one of her staff submitted a registration for the online peer review exam on December 6, 2004. Because of unforeseen delays with the online user id and password, the staff member took the exam on December 28, 2004 with a passing grade. Ms. Morgan received notification from the webmaster on January 3rd. Past practice has been to date the CPE certificates as of the date the SIAAB coordinator received notification. Therefore, this staff person's certification would be dated 2005 rather than 2004. Ms. Cummings questioned whether the past practice was customary for online training courses. The Board decided to table a decision until the next meeting to have Mr. Cressman to research how other online exams are graded and certificates dated.

Announcements

Mr. Moody from University of Illinois at Chicago Campus accepted a position with Northwestern University. The Board website was updated to reflect Mr. Crowley is currently at the University of Illinois at Chicago.

Schedule Next Meeting

The next meeting will be held on February 9th, 2005 at the Capital City Center, 130 West Mason, Springfield, Illinois in Room 103.

Adjournment

The meeting was adjourned at 12:15 P.M.