

**STATE OF ILLINOIS**  
**INTERNAL AUDIT ADVISORY BOARD**

WEB ADDRESS: SIAAB.AUDITS.UILLINOIS.EDU

**MINUTES**

**Board Meeting April 13, 2005**

The regular meeting of the State Internal Audit Advisory Board was held on April 13, 2005 at the Capital City Center, Springfield, Illinois, Room 103. This meeting was called to order by Chair Barbara Ringler at 10:05 a.m.

**Members Present**

Barbara Ringler - Chair - Office of the Treasurer  
John W. Cressman - Vice-Chair, IL Office of Internal Audit (via phone) [Departed at 11:55 a.m.]  
Rusti Cummings - Office of the Comptroller  
Kathleen Moreno - Eastern Illinois University  
Lesslie D. Morgan - Office of the Attorney General  
Al DiSilvestro - IL Secretary of State [Departed at 12:30 p.m.]

**Members Absent**

None

**Minutes**

The Board reviewed the minutes from the March 9, 2005 meeting.

Ms. Morgan indicated that she would like the minutes in regard to the Practice Advisory - Audit Committees section be more detailed. The Board discussed this issue and added the following after the second sentence in the Practice Advisory - Audit Committees section; "This discussion included the IIA's current literature, the March 3, 2005 IIA press release regarding governmental position papers and the potential impact of such standards on Illinois internal audit shops." Mr. Cressman made a motion to approve the above amended change. Ms. Cummings seconded the motion. Ms. Morgan did not agree, the other Board members approved, and the motion was passed.

A motion was made by Ms. Cummings to approve the minutes as a whole as amended. Ms. Moreno seconded the motion. Ms. Morgan abstained, other Board members approved, and the motion was passed.

## **Old Business**

### ***Peer Review Bylaws - Section 4.2 Re: Extension of Peer Review Period***

Ms. Ringler stated that this topic would be tabled until the next meeting. Ms. Morgan asked that Ms. Ringler clarify if the e-mail received was an Agency request for an extension. Ms. Ringler verified that it was an Agency's request, and not an individual's request.

### ***CPE Coordinator - Online Peer Review Training Update***

Ms. Morgan reported that there was one additional university person that had passed the examination. There are still two individuals that are taking the exam that have not been finalized.

### ***Appointment of State College and University Board Member***

Mr. Cressman stated that he had made another call to the Board and Commissions Director. He will follow up with the Director and also make a call to the Governor's Office.

### ***Confirmation of Chicago meeting dates***

Ms. Ringler stated she has had the previously approved Chicago dates, time and place posted on the SIAAB website. Ms. Morgan brought it to the Board's attention that there is an Auditor General's training on June 8th which conflicts with a scheduled SIAAB meeting date. Ms. Ringler stated if a change is necessary, it will be discussed at the next Board meeting.

### ***Peer Review - Template Format***

Ms. Moreno had received numerous suggested revisions to the template from Board members which she implemented and e-mailed back to the Board on April 8th. Various areas that were highlighted in green needed further review and approval from the Board. The Board reviewed the template page by page and made numerous agreed upon revisions. Ms. Morgan will draft language for several sections and e-mail them to Ms. Moreno. It was decided that Ms. Moreno would update the template with the revisions and e-mail the template to the Board for final review at the next SIAAB meeting.

## **New Business**

Ms. Moreno stated that Sharon Downen of Northern Illinois University had a question as to whom the "Request to the State Internal Audit Advisory Board for Peer Review Team Approval" online form should be sent. The website still lists Denise Behl/Sally Ward as the contact person to send the form. The Board discussed the issue and decided that the SIAAB Chair is the appropriate person to send the request to. Ms. Moreno stated that she would have the website updated so that the request form would directly link to the SIAAB Chair.

### **Announcements**

Ms. Ringler reminded the Board that the next SIAAB meeting is scheduled to be held in Chicago.

### **Schedule Next Meeting**

The next meeting will be held on May 11, 2005 at 1:00 p.m. at the James R. Thompson Center, 100 W. Randolph, Chicago, Illinois in the 9th Floor Video Conference Room.

### **Adjournment**

Ms. Cummings made a motion to adjourn the meeting. Ms. Moreno seconded the motion. The meeting was adjourned at 1:27 p.m.