

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD
WEB ADDRESS: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES
Board Meeting June 1, 2005

The regular meeting of the State Internal Audit Advisory Board was held on June 1, 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 – Illinois Office of Internal Audits (via phone)
Rusti Cummings – Office of the Comptroller (Departed at 10:50 a.m.)
Al DiSilvestro – IL Secretary of State (via phone)
Lesslie D. Morgan – Office of the Attorney General
Kathleen Moreno – Eastern Illinois University (Term to 2/1/04)

Members Absent

None

Minutes

The Board reviewed the minutes from the May 11, 2005 meeting. There were no suggested revisions. A motion to approve the minutes was made by Ms. Cummings and seconded by Ms. Moreno. All were in favor.

Old Business

Peer Review Bylaws – Section 4.2 Re: Extension of Peer Review Period

Mr. Cressman requested that the Board grant an extension of the Illinois Office of Internal Audits' Peer Review Period to September 30, 2008.

Ms. Morgan made a motion to approve the Illinois Office of Internal Audits request for an extension of five years from October 1, 2003 through September 30, 2008. Ms. Cummings seconded the motion. All were in favor.

CPE Coordinator – Online Peer Review Training Update

Ms. Morgan reported that there were no additional applications submitted. There are still two individuals who are taking the exam that have not been finalized.

Ms. Morgan reported to the Board that the IIA released seven new practice advisories on April 22, 2005 which deal with the nature of work standards and with due professional care. She scanned the practice advisories and didn't feel they had any major impact on the SIAAB matrix. Ms. Morgan recommended that the Board should not proceed with incorporating the seven new practice advisories into the matrix at this time. The Board agreed with Ms. Morgan's suggestion.

Appointment of State College and University Board Member

Mr. Cressman informed the board that he has, for the past six months, included the term appointment problem in his weekly status report he submits to the Governor's Office.

Ms. Ringler suggested waiting two - three months before trying to contact the Board and Commissions Director.

Peer Review – Template Format

The Board reviewed the template page by page to make minor changes. Upon updating the discussed changes, Ms. Moreno will e-mail the revised template to the Board. If necessary, each Board member will communicate directly with Ms. Moreno to review agreed upon changes. The Board agreed to approve the template contingent upon the final changes being made. Ms. Moreno made a motion to approve the template with the changes agreed upon in this June 1, 2005 meeting. Mr. Cressman seconded the motion. All were in favor.

Request to the SIAAB for Peer Review Team Approval (NIU)

Ms. Ringler distributed the resumes of Michael Moody and Daniel Lambert to the Board for review for peer review team approval. The Board discussed the requirements and qualifications of the requested peer review team.

Ms. Moreno made a motion to approve Mike Moody and Daniel Lambert as the Peer Review Team for NIU. Ms. Morgan seconded the motion. All were in favor.

Ms. Ringler stated that she would inform Ms. Downen that the team is approved with the conditions that Mr. Lambert take the Peer Review Training and Mr. Moody be on the team as he has governmental experience.

New Business

Fall Conference Discussion

Ms. Ringler asked the Board to start thinking of topics, when, where, and length of time of conference to be held in the fall. Ms. Ringler stated that the Board will discuss the conference at length during the July SIAAB meeting.

SIAAB Website – “What's New” section

Ms. Ringler brought to the Board's attention that this section of the website should be updated. Ms. Moreno suggested placing the Peer Review Matrix and other Peer Review information in this section. Ms. Moreno will work with the website contact person to have these changes made.

Announcements

None

Next Meeting

The next meeting will be held on July 13, 2005 at 10:00 a.m. at the Capital City Center, Room 103, Springfield, Illinois.

Adjournment

A motion to adjourn was made by Ms. Morgan and seconded by Ms. Moreno. All were in favor. The meeting was adjourned at 11:45 a.m.