

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

MINUTES
Board Meeting October 12, 2005

A regular meeting of the State Internal Audit Advisory Board was held on October 12, 2005 at the Capital City Center, Room 103, Springfield, Illinois. The 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
Rusti Cummings – Office of the Comptroller
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 September 14, 2005 meeting. There were no suggested revisions. A motion to approve the minutes was made by Ms. Morgan and seconded by Mr. Cressman. All were in favor. The September 14, 2005 meeting minutes were approved.

Old Business

CPE Coordinator – Online Peer Review Training Update

Ms. Morgan reported that one individual is still taking the training course. A reminder notice has been sent to this individual to inform him of the timeframe to complete the course.

Fall Conference Discussion

Ms. Ringler distributed the conference agenda to the Board for final review. Ms. Ringler informed the Board that she has 19 people signed up for the first day, and 16 for the second day. Ms. Ringler is going to send out a reminder e-mail as she is still waiting for several offices to respond with their attendance. Ms. Cummings reviewed with the Board her list of tentative round table topics, which include quality assurance reviews, project management, changes to the Government Auditing Standards, SOX, Yellow Book, fraud, SAS99, identity theft, report writing

and peer review. Ms. Cummings will hand out a discussion sheet on the first day for attendees to review and prepare questions if they wish. Ms. Ringler will contact the IIA to provide them with a list of attendees that have signed-in, copies of evaluations, and a copy of the agenda for CPD Certificates to be issued. Ms. Ringler will send an e-mail to pre-registered attendees prior to the conference requesting that she be notified if they will not be able to attend. This will alleviate being billed for catering for people that did not show up.

New Business

Peer Review Questions

Ms. Morgan brought to the Boards attention that the Peer Review Program has no Confidentiality Clause or Conflict of Interest sign off sheets for the review process. Ms. Morgan suggested the forms be established and posted on the Peer Review Program section of the SIAAB web site. Several of the Board members will research potential documents and forward them to Ms. Moreno to have drafts available for review at the next SIAAB meeting.

Ms. Morgan also questioned the Board as to whether one or two reviewers were necessary to review Peer Review self assessment work papers and whether there should be a cut-off date to submit the report to the Report Acceptance Committee. After a lengthy discussion between the Board members, it was decided that there should be a cut-off date of October 1, 2006 to guarantee that the report will be reviewed by December 31, 2006 by the Board. Reports will be accepted after October 1, but the Board cannot guarantee that they will be reviewed by December 31, 2006 as reports will be reviewed in the order that they are received.

Mr. Cressman made a motion to agree to an October 1, 2006 cut-off as discussed and continue the practice of a 2 party review by the committee and that the committee as a whole makes a recommendation to the Board for approval. Reports received after October 1, 2006 cannot be guaranteed that the Board will take action by December 31, 2006. Ms. Cummings seconded the motion. All were in favor and the motion was passed.

A Board member will address the October 1, 2006 cut-off date with the Audit Managers during the Peer Review presentation at the 2005 Fall Conference.

Request for Appointment to SIAAB

Ms. Ringler informed the Board that she has received a letter from Julie Zemaitis of the University of Illinois expressing her interest in becoming a member of the SIAAB.

Mr. Cressman will draft a letter to the Governor to submit Ms. Zemaitis' interest in the position.

Ms. Moreno stated that she would not like to be considered an applicant for the next term. The Board expressed to Ms. Moreno that they would like her to serve on the SIAAB's Report Acceptance Committee. Ms. Moreno stated that she would serve on the Report Acceptance Committee.

Announcements

None

Next Meeting

The next meeting will be held November 9, 2005 at 10:00 a.m. at the Capital City Center, Room 103, Springfield, Illinois.

Adjournment

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