

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

MINUTES
Board Meeting December 14, 2005

A regular meeting of the State Internal Audit Advisory Board was held on December 14, 2005 at 500 ½ Stratton Building, Springfield, Illinois. The meeting was called to order by Chair Barbara Ringler at 1:05 p.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

Members Absent

Kathleen Moreno – Eastern Illinois University (Term to 2/1/04)

Minutes

The Board reviewed the minutes from the November 9, 2005 meeting. Ms. Cummings informed the Board that Jill Hayden's name was misspelled in the minutes. A motion was made by Ms. Morgan to approve the minutes as amended. Ms. Cummings seconded the motion. All were in favor. The November 9, 2005 meeting minutes were approved.

Old Business

CPE Coordinator – Online Peer Review Training Update

Ms. Morgan informed the Board that she had received a notice from the Department of Financial and Professional Regulation to renew the CPE License for the SIAAB. Ms. Morgan submitted the license renewal application which has been approved for one year. Ms. Morgan also informed the Board that there have been four additional people that have taken the exam and passed since the last meeting. There are approximately 21 people trained to perform peer reviews with an additional three individuals currently taking the course.

Appointment(s) to SIAAB

Mr. Cressman forwarded to Ms. Hayden the collective ideas of the Board and is awaiting a response. Mr. Cressman will follow-up with Ms. Hayden.

SIAAB Meeting Dates for 2006

Ms. Ringler distributed to the Board, a listing of the 2006 meeting dates which were approved at the prior meeting. Ms. Sally Ward has reserved the Springfield and Chicago conference room locations for the approved dates and times.

New Business

Peer Review Team Approval Request – ISU

Mr. Ringler informed the Board that she had received a Peer Review Team Approval Request from the Illinois State University from Rick Papuga. He is requesting Kathleen Moreno and Rebecca Litten from Eastern for ISU's independent team validators with self-assessment. The Board reviewed the by-laws and determined that only one external validator should be allowed from any single organization. Ms. Ringler will notify Mr. Papuga of the Board's decision.

Retirement Systems' Peer Review Strategy

Mr. Ringler informed the Board that she had received an e-mail from Steve Hayward from State Universities outlining SURS, SERS and TRS peer review plans. The preliminary plan is to have SURS review SERS, SERS will review TRS, and TRS will review SURS. They all plan to take the training shortly after the new calendar year begins and each system will perform their self-assessment simultaneously. Mr. Hayward is asking if the retirement systems can submit team approval requests in advance prior to taking the on-line training course. The Board agreed that the request for team approval can be submitted prior to taking the on-line training course.

Discussion of Upcoming SIAAB Election

Ms. Ringler discussed with the Board that the nominations should be submitted in January with voting to take place in February. The newly elected officers will then take their positions immediately following the February meeting.

Discussion of Performance Committee Expansion

The Board reviewed the Bylaws to determine whether there is a limit on the number of Performance Committee members allowed. The Board agreed that the Bylaws should be revised by adding "at least" to Article I, Section IV Committees, 4.2 Performance Committee. The change should read as follows; "The Performance Committee shall be comprised of at least three (3) members selected by the Chair and approved by the Board." Ms. Morgan made a motion to accept the revision to the Bylaws as stated above. Mr. Cressman seconded the motion. All were in favor. The motion was passed.

Discussion of IIA Self-Assessment Check-List

Ms. Morgan informed the Board that she noticed that the IIA has a Self-Assessment check-list on their website. The Board discussed the pros and cons of this check-list. Ms. Morgan asked the

Board if this would be something that the Board would want to proceed with. She also asked if the Matrix was to be used in its entirety for Self-Assessments as well as full Peer Reviews, or does the Board want to allow another type of program for Self-Assessment. The Board decided that the Matrix should be used for Peer Review and Self-Assessment. The Board also discussed whether large shops (those with 5 or more internal auditors) should be allowed to do Self-Assessments. The Board decided to revise the Request to the SIAAB for Peer Review Team Approval form whereas the organization must list the number of internal auditors in their audit shop.

Confidentiality Policy and Audit Statement of Independence

Ms. Moreno had previously e-mailed the Board drafts of a Confidentiality Policy and an Audit Statement of Independence. The Board decided to submit suggested revisions to Ms. Moreno by e-mail and then discuss the revisions at the next board meeting.

2005 Fall Conference

Ms. Ringler informed the Board that she had received a summary of payments for the conference from Ray Piiparinen. According to the summary, the only attendees that have not made payment were from the Secretary of States office. Mr. DiSilvestro thought they had made payment, but will look into it.

Announcements

None

Next Meeting

The next meeting will be held January 11, 2006 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. Cummings. All were in favor. The meeting was adjourned at 2:20 p.m.