

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD
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MINUTES
Board Meeting April 19, 2006

The regular meeting of the State Internal Audit Advisory Board was held on April 19, 2006 at the James R. Thompson Center, Chicago, Illinois, Room 9036. Chair John Cressman called the meeting to order at 1:20PM.

Members Present

John W. Cressman, Chair – Illinois Office of Internal Audits
Lesslie D. Morgan, Vice-Chair – Office of the Attorney General
Barbara Ringler, Office of the Treasurer
Al DiSilvestro – IL Secretary of State
Kathleen Moreno – Eastern Illinois University (Term to 2/1/04) (via phone)

Guest Present

Sharon Downen Chief Internal Auditor from Northern Illinois University

Members Absent

Rusti Cummings – Office of the Comptroller

Minutes

The Board reviewed the minutes from the March 8, 2006 meeting. Mr. Cressman asked if there were any objections to approving the minutes, all members were in favor. The March 8, 2006 minutes were approved.

Reports/Updates

CPE Coordinator – Online Peer Review Training Update

Ms. Morgan informed the Board a member of the Performance Committee had raised the question that they had taken the first initial training course in 2002 and wanted to know if they needed to take the course again. Ms. Morgan said the Board had major changes made in April or May of 2004. Ms. Morgan also commented that the Board needed to finalize and agree upon whether the Board wanted individuals taking the current course or substitute the prior course. Ms. Morgan went on to say that four individuals have taken the On Line Training Course since March 8, 2006 and there were two individuals in the process of taking the course. One of those individuals has taken prior course. There are currently five individuals that would be affected by the requirement to have

passed the most recently updated course. Mr. Cressman recommended the Board talk about this under new business.

On a Performance Committee update Mr. Cressman added he had asked Ms. Morgan if she would take on the responsibility of being the gatekeeper for the record for Peer Review. Mr. Cressman will provide Ms. Morgan with a copy of all files.

Ms. Morgan stated the Performance Committee has nine members. She has asked all members to provide to her any reason that might prevent members, because of what they do, from not being able to work on certain reviews. Ms. Morgan also stated that she had asked that any member who hasn't taken the course do so by May 15, 2006. She would like to have training for the Committee finished by July and have each person do two reviews.

Old Business

Statement of Independence and Confidentiality Policy

Mr. Cressman stated we have four applications and Statements of Independence as a package from four organizations which will go under new business. However Chicago State University when it was originally approved didn't include the Statement of Independence and Confidentiality form from Lynn Sands Westhoff it was submitted on April 3, 2006. The Board needs to approve the Statement of Independence and Confidentiality forms from Chicago State University. Ms. Ringler made the motion for approval and Ms. Morgan seconded the motion. All were in favor. Chicago State University's Confidentiality and Statement of Independence was approved.

New Business

Team Approval Request and Statement of Independence and Confidentiality Policy

The Board reviewed the request from William Kazan of Illinois Housing Development Authority to have Jane Hughes-Jackson perform his peer review. Mr. Kazan also submitted the signed Confidentiality and Statement of Independence forms. Ms. Ringler made the motion for approval and Ms. Moreno seconded the motion. All were in favor. The Team Approval Request and Statement of Confidentiality and Independence Policy for Illinois Housing Development Authority were approved.

The Board reviewed the request from Steve Hayword of the University Retirement System to have Stacy Smith perform his peer review. Mr. Hayword also submitted the signed Confidentiality and Statement of Independence forms. Ms. Morgan made the motion for approval and Ms. Ringler seconded the motion. All were in favor. The Team Approval Request and Statement of Confidentiality and Independence Policy for the University Retirement System were approved.

The Board reviewed the request from Larry Stone of the State Employees Retirement to have Stacy Smith and Steve Hayword perform his peer review. Mr. Stone also submitted the signed Confidentiality and Statement of Independence forms. Ms. Ringler made the motion for approval and Ms. Morgan seconded the motion. All were in favor. The Team Approval Request and Statement of Confidentiality and Independence Policy for State Employees Retirement System were approved.

The Board reviewed the request from Jane Hughes-Jackson of the Illinois Commerce Commission to have Mark Schwab and Kathy Burton perform her peer review. Ms. Hughes-Jackson also submitted the signed Confidentiality and Statement of Independence forms. Ms. Ringler made the motion for approval and Ms. Morgan seconded the motion. All were in favor. The Team Approval Request and Statement of Confidentiality and Independence Policy for Illinois Commerce Commission were approved.

SIAAB's Bylaws, Section 4.3 Amendment

Ms. Morgan proposed that SIAAB's Bylaws, Article III, Section 4.3 – Review Team – Team Members Qualifications – Item #2 Peer Review Training be changed to require team members to have completed “the most recent updated” online training course. Ms. Ringler made the motion that the language be changed to say “most recent updated” Mr. DiSilvestro seconded the motion. All were in favor.

Announcements

The next meeting will be May 10, 2006 at the Capitol City Center in Springfield.

Adjournment

A motion to adjourn was made by Ms. Ringler and seconded by Ms. Morgan. All were in favor. The meeting was adjourned at 2:10pm.