

STATE OF ILLINOIS
INTERNAL AUDIT ADVISORY BOARD

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MINUTES

Board Meeting August 9, 2006

The regular meeting of the State Internal Audit Advisory Board was held on August 9, 2006 at the James R. Thompson Center, Chicago, Illinois, Room 9036 and the Stratton Office Building, room 500 ½ in Springfield, Illinois. Chair John Cressman called the meeting to order at 1:30PM.

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
Kathleen Moreno, Eastern Illinois University (Term to 2/1/04)
Al DiSilvestro, Office of the Secretary of State

Guest Present

None

Members Absent

Rusti Cummings

Minutes

The Board reviewed the minutes from the July 19th, 2006 meeting. Mr. Cressman asked if there were any objections to approving the minutes. Ms. Morgan said that the date of June 14th in the second paragraph under Reports/Updates should be changed to June 15th. Ms. Morgan also said that under the Performance Committee, seventh line down the date of May to June should be May 3rd, 2006 and the current report format was approved June 14th, 2006. Northeastern Illinois University should be changed to Illinois State University and Ms. Ringler said Steve Haywood's name was misspelled and the correct spelling should be changed to Hayward. Under New Business the word apposed was misspelled and should be opposed. Ms. Ringler said the 5th paragraph under New Business the word except was spelled wrong and should be accept. Also Ms. Morgan said under Announcements the next meeting should be changed from September 13th to August 9th at the James R. Thompson Center and the Stratton Office Building. Ms. Moreno said she had submitted her Peer Review Team Approval and Statement of Independence and Confidentiality Policy at the June 14th meeting but it had been misplaced and now she would submit a second one. Because of time constraints Mr. Cressman proposed approving the forms contingent upon receipt. All members were in agreement. Mr. Cressman entertained a motion to approve the adjustments to the minutes, Ms. Morgan made the motion to approve the minutes and Ms. Ringler seconded, all members were in favor.

Reports/Updates

CPE Coordinator – Online Peer Review Training Update

Ms. Morgan stated so far we've had one individual, Kelly Dunn who is the Illinois Commerce Commission's third person to complete the course on July 27, 2006. Tom Salzman from Illinois State University who is going to be conducting the peer review for Southern Illinois University started taking the course however he was sent an email to cancel the access for August 6th; he had started taking the course on August 4th. Mr. Mascorro was going to leave it open for him to have access so he could finish the course. Ms. Morgan stated he had not finished it as of today. Ms. Morgan went on to say that Mr. Salzman had not completed the course and neither had Ben Burton from IVY TECH Community College of Indiana.

Performance Committee

Ms. Morgan stated four reviews are in. Northeastern Illinois University has been assigned to Jim Kincaid as of August 1st. The Attorney General's Office will be going to Steve Hayward upon approval of his Peer Review Team Approval and Statement of Independence and Confidentiality Policy at today's meeting. Illinois State University is pending an assignment possibly from one of two individuals from the Illinois Office of Internal Audit. Ms. Morgan will make the decision at the end of this week on who will perform this. Ms. Morgan could not finalize Northern Illinois University, she has accepted their report, but is waiting until Ms. Ringler and Mr. Cressman's Peer Review Team Approval and Statement of Independence and Confidentiality Policy is approved at today's meeting to be assigned.

Old Business

Mr. Cressman stated that the Illinois Commerce Commission at the last meeting accepted and approved Kelly Dunn to be on the Quality Assurance team upon completion of the on line training course. Ms. Morgan stated she has completed the course. Mr. Cressman will sign her approval form.

Southern Illinois University's request was contingent on the ability to perform a self assessment and the validator's completion of the on line training course. Mr. Cressman stated after some discussion and further research we found that this would be allowed. Ms. Morgan stated that Mr. Salzman could be approved contingent of completion of his on line training course. Mr. Cressman entertained the motion for approval contingent on completion of his on line training course. Ms. Moreno made the motion and Ms. Ringler seconded. All members were in agreement.

Ms. Morgan said that Southern Illinois University's self assessment opinion came under the number of staff that would be appropriate. This came from the request of the IIA and July 21st, 2006 stating it did not matter as to the size of the entity

Ms. Morgan stated that she over sees the on line training and she periodically receives a request from them for reprint capabilities' from not only the Auditor General's office but also the Audit Advisory Board. Ms. Morgan requested this on July 25th, 2006 and was re-approved. The IIA said it is not necessary to submit a request unless there have been significant changes in standards, and there has not been.

New Business

Mr. Cressman stated we have received the Peer Review Team Approval and Statement of Independence and Confidentiality Policy from a number of individuals. After a discussion with Ms. Morgan it was decided she would sign Mr. Cressman's Peer Review Team Approval and Statement of Independence and Confidentiality Policy after the Board approved it and Mr. Cressman will sign everyone else's. Those for approval are, Brent Nolen, Steve Kirk, Steve Hayward, Julie Zemaitis, Gene Fruit, Neal Crowley, Barb Ringler, and John Cressman. Ms. Ringler and Ms. Moreno will fax theirs to Mr. Cressman. This will also apply to Ms. Cummings rather than wait till the next meeting.

Mr. Cressman made the motion to approve the Peer Review Team Approval and Statement of Independence and Confidentiality Policy Statement contingent upon receipt by Ms. Morgan for Kathleen Moreno Brent Nolen, Steve Kirk, Steve Hayward, Julie Zemaitis, Gene Fruit, Neal Crowley and Rusti Cummings. Ms. Morgan said "so moved" Ms. Ringler seconded the motion. All members were in favor except for Mr. Cressman who could not vote on the motion. Mr. Cressman made the motion to approve the Peer Review Team Approval and Statement of Independence and Confidentiality Policy Statement contingent upon receipt by Ms. Morgan for Ms. Ringler and Mr. Cressman. Ms. Morgan said "so moved" and Ms. Moreno seconded, remaining members were in agreement.

Announcements

The next meeting will be September 13, 2006 at 10:00AM at the Capitol City Center in Springfield.

Adjournment

A motion to adjourn was made by Ms. Morgan and seconded by Ms. Ringler. All were in favor. The meeting was adjourned at 1:58PM.