

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

MINUTES

Board Meeting December 13, 2006

The regular meeting of the State Internal Audit Advisory Board was held on December 13, 2006 at the Capital City Center, Springfield, Illinois, Room 103. Chair John Cressman called the meeting to order at 10:05 a.m.. Jewel Bishop, IOIA, was on site at the Capital City Center to take minutes.

Members Present

John W. Cressman – Chairman, Illinois Office of Internal Audit (Chicago)
Lesslie D. Morgan – Vice-Chair, Office of the Attorney General(Chicago)
Al DiSilvestro – Office of the Secretary of State (via phone)
Becky Litton – Eastern Illinois University (via phone for Kathleen Moreno)

Members Absent

Kathleen Moreno – Eastern Illinois University
Rusti Cummings – Office of the Comptroller
Barb Ringler – Office of the Treasurer

Minutes

The approval of the minutes for the November 15, 2006 meeting has been deferred to the next meeting due to the illness of John Cressman's assistant. It was noted that the October 2006 minutes need to be posted to the SIAAB's website.

Reports/Updates

CPE Coordinator – Online Peer Review Training Update

Michael Ciminero of Crowe Chizek and Company has completed the on-line peer review training course on November 17th. He will be performing the peer review for the Office of Secretary of State.

Performance Committee

Ms. Morgan gave an update of the Quality Assurance/Self Assessments in progress. Assessments for Southern Illinois University's and Governor's State University have been reviewed and were approved by the Executive Committee on December 5th. Assessments for Eastern Illinois University (EIU) and the Illinois Student Assistance Commission (ISAC) are in the process. EIU's is awaiting the return of their Chief Auditor and ISAC is re-submitting their report with the approval of the Executive Committee.

Executive Committee

Ms. Morgan gave an update of business before the Executive Committee. The Executive Committee has two Quality Assurance/Self Assessments that will be rejected. A notice rejecting the Assessment has already been sent to both agencies. The Agencies can accept the Executive Committee's rejection and redo their reports or the Agencies can appeal the decision to the State Internal Audit Board where the decision is binding.

Three Confidentiality Policy/Committee Statements have been submitted by Al DiSilvestro on December 11, 2006 to the Board for approval. Motion to accept statements for Michael Ciminero, Derek Brown and Kavida Misra was made by Ms. Morgan and seconded by Mr. Cressman. Motion was carried.

The Executive and Performance Committees will hold one more meeting prior to the end of the calendar year to issue any reports that have been accepted.

Old Business

There was no old business for discussion.

New Business

Meeting dates for 2007 – Lesslie Morgan reminded everyone that Terry Mulcher from the Attorney General's Office will be conducting training at the next SIAAB meeting to be held January 17, 2007.

It was asked that a single meeting location not be specified for 2007 meeting dates. The meetings will be held in Springfield with the understanding that a meeting place will always be available in Chicago or that meetings can be held via tele-conference or phone conference.

Motion to approve the Board's meeting dates for 2007 as always being on the 2nd Wednesday of every month, with the exception of January's meeting was made by Ms. Morgan and seconded by Mr. DiSilvestro. Motion was carried. It was asked that the 2007 meeting schedule be posted to the Board's website.

Announcements

The next meeting of the Board will be a training session scheduled for January 17, 2007 at the 500 ½ Stratton Office facility in Springfield.

Adjournment

A motion to adjourn was made by Ms. Morgan and seconded by Mr. DiSilvestro. Motion carried. The meeting was adjourned at 10:18 am.

Addendum

The Attorney General's, State Employee's Retirement Systems, State University Retirement Systems, and Treasurer's reports were accepted by the Executive Committee and released since the November 15, 2006 meeting.

The External Assessment for the Office of Secretary of State is in process. Immediately following the November 15, 2006 meeting (afternoon) Lesslie Morgan contacted Julie Ziemitis and she agreed to assign staff to perform the Secretary of State's review with the condition that workpapers would need to be provided no later than December 18th in order to meet the January 1, 2007 deadline.