

State of Illinois

Internal Audit Advisory Board

Web Address: [HTTP://SIAAB.AUDITS.UILLINOIS.EDU](http://SIAAB.AUDITS.UILLINOIS.EDU)

MINUTES

Board Training January 17, 2007

A special training session for the State Internal Audit Advisory Board was held on January 17, 2007 at the Stratton Building, room 5001/2 (Springfield). The JRTC, room 9035 (Chicago) was reserved for video. Acting Chair Lesslie D. Morgan called the meeting to order at 10:05 a.m. Minutes were recorded by Kathleen Moreno, SIAAB Member.

Members Present

Lesslie D. Morgan, Acting-Chair –Office of the Attorney General (In Person/Stratton Building, Springfield)
Barbara Ringler, Office of the Treasurer (In Person/Stratton Building, Springfield)
Rusti Cummings, Office of the Comptroller (In Person/Stratton Building, Springfield)
Kathleen Moreno, Eastern Illinois University (Term to 2/1/04) (In Person/Stratton Building, Springfield)
Al DiSilvestro, Office of the Secretary of State (Via teleconference/James RThompson Center, Chicago)

Guests Present

Scott Sievers, Office of the Attorney General presenter (In Person/Stratton Building, Springfield)

Members Absent

Carol Kraus, Illinois Office of Internal Audit

Training

Vice Chair Morgan proposed the Open Meetings Act training session at the 11/15/06 SIAAB meeting. Mr. Sievers discussed if the (5ILCS 120/) Open Meetings Act and (5 ILCS 140/) Freedom of Information Act pertained to the SIAAB and what changes in SIAAB's protocols should be considered to comply with these two acts.

Highlights include:

- E-mailing revisions to draft minutes should be done individually otherwise, a “reply to all” could be viewed as a meeting;
- SIAAB must comply with these laws as it is defined under “public body...advisory bodies of the State”;
- SIAAB may not hold closed meetings see (5 ILCS 120/2 Open Meetings, Exceptions);
- SIAAB minutes must be posted seven days after SIAAB approval;
- SIAAB must post a copy of the public notice two days prior to holding a meeting;
- For a quorum, members may attend via video conference at another public building (JRTC), as long as public notice and public access had been given. After a quorum is reached, remaining members may attend by teleconference;
- (5 ILCS 120/2.06 Minutes)... shall include, but need not be limited to: (1) the date, time and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

Announcements

The next regular meeting will be February 14, 2007 at 10:00 a.m. at the Capital City Center, Springfield, Illinois, Room 103.

Adjournment

Training ended at 12:00 p.m.