

STATE OF ILLINOIS INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

**Board Meeting, May 13, 2009
10:00 AM**

Call to Order

The May 13, 2009 meeting of the State Internal Audit Advisory Board (SIAAB) was held at the Capital City Center, Room 104, Springfield, Illinois with video conferencing available at the JRTC, Room 9035, Chicago, Illinois. Chair Carol Kraus called the meeting to order at 10:20 a.m. Per Ms. Kraus' request, Jewel Bishop, Illinois Office of Internal Audit attended and recorded the minutes.

Roll Call

Members Present

Carol Kraus (Chair), Illinois Office of Internal Audit – Springfield
Julie Zemaitis (Vice Chair), University of Illinois – Springfield
Rusti Cummings, Office of the Comptroller – Springfield
Barbara Ringler, Office of the Treasurer – Springfield

Members Absent

Nancy Bowyer, Office of the Secretary of State
Lesslie Morgan, Office of the Attorney General

Guests

Jim Kincaid, Illinois Office of Internal Audit – Springfield

Minutes

It was requested that clarifications be made to the Quality Assessment/Subsequent Reviews portion of the minutes. Jewel Bishop will forward a draft of the revised portion of the minutes to the Board members for their review. The minutes of the March 11, 2009 meeting were tabled until the next meeting scheduled for June 10, 2009.

Reports/Updates

CPE Coordinator – Online Peer Review Training Update

In Ms. Morgan's absence, Ms. Zemaitis reported that the peer review team for the Toll Highway Authority had completed the online training.

Quality Assessment/Subsequent Review

Reviews for the Toll Highway Authority, Secretary of State, Office of the Comptroller and University of Illinois (second QA review) are still in progress. The peer review for the Housing Development Authority (Authority) is on hold due to the fact that the Authority has a new Chief Internal Auditor.

Ms. Zemaitis will send Ms. Bowyer (Office of the Secretary of State) the review points raised on the Secretary of State's peer review.

Old Business

Fiscal Control and Internal Auditing Guidelines

Ms. Cummings reported her office's review of comparing the internal control questionnaires to the statutes had been placed on hold due to the need to address other office issues.

Peer Review Process and Documentation

Ms. Cummings reported that Ms. Morgan planned to finalize the matrix review for the on-line peer review training by the end of this fiscal year. The Board discussed the best way to accomplish this given the amount of work to be done and the short timeframe. Ms. Kraus mentioned that she had had a member of her staff review the matrix for what needed to be updated. It was decided that the matrix would be divided between Board members for review instead of having each Board member review the whole matrix. Ms. Kraus will divide the matrix between Board members and email each member their assignment along with a copy of the review done by her staff. The Board would like to be able to finalize the matrix review and updating by the July Board meeting.

New Business

SIAAB Fall Conference

Jewel Bishop reported that the SIAAB would be able to book the Lake Level Conference Rooms at IDNR. The Board set the date for the two-day fall conference for November 5 and 6 (Thursday, Friday). There was discussion regarding whether or not lunch should be provided as part of the conference fee. The Board discussed the benefits of having lunch as part of the conference rather than having people going off-site for lunch. It was felt that having lunch as part of the conference would serve several purposes – gives attendees the chance to network during the lunch break, reduces the chance of attendees not returning to the conference after leaving the site and saves time by not having to schedule a longer lunch break. Ms. Zemaitis made the motion that the SIAAB conference should include lunch. Ms. Cummings seconded the motion. Motion passed.

Ms. Kraus also raised the idea of having the option of having an unofficial dinner the evening of the first day of the conference. Nothing would be provided by the Board, it would just be choosing a restaurant and going as a group. It was thought that this would also provide beneficial networking time for those attending the conference.

IOIA Peer Review Finding

Ms. Kraus raised the issue of whether external auditors should consider the results of an SIAAB external assessment when testing the adequacy of FCIAA coverage. Ms. Kraus noted that external auditors do not seem to fully understand the peer review process or the difference between a self-assessment and an external assessment. Ms. Kraus felt she needed to bring this to the Board's attention because it could affect the Board's peer review process. The Board concluded that the external assessment, which IOIA went through for its peer review, meets IIA standards for an external assessment and the results could be relied upon by external auditors.

Executive Appointments

Ms. Kraus distributed a copy of an email outlining the Governor's Office of Executive Appointments appointment/reappointment process for members of boards or commissions. Ms. Kraus asked for members to forward their suggestions for Board members to her and she would submit them to the Governor's Office. Ms. Kraus also noted the Board would be requesting that the expiration date of Ms. Zemaitis' appointment be corrected to expire in February 2010.

Announcements

The next regular meeting will be held June 10, 2009 – 10:00 a.m. at the Capital City Center's Video Conference Room #104, 130 West Mason, Springfield, Illinois. For those attending via video conference in Chicago, Room 9035 of the JRTC has been reserved.

Adjournment

A motion to adjourn the Regular Session was made by Ms. Cummings and seconded by Ms. Ringler. Motion passed and the meeting was adjourned at 12:45 p.m.

Performance Committee

There was no Performance Committee business at this time.

Executive Committee

There was no Executive Committee business at this time.