

STATE OF ILLINOIS INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting, January 13, 2010

10:00 a.m.

Call to Order

The regularly scheduled 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 9-035, Chicago, Illinois. The meeting was called to order at 10:12 a.m. by Julie Zemaitis, Chair. Jewel Bishop, Illinois Office of Internal Audit, attended and recorded the minutes. Ms. Zemaitis has asked Ms. Bishop to continue taking Board minutes until other arrangements can be made.

Roll Call

Members Present/Location

Julie Zemaitis (Chair), University of Illinois – Springfield
Lesslie Morgan (Vice Chair), Office of the Attorney General – Springfield
Barb Ringler, Office of the Treasurer – Springfield
Rusti Cummings, Office of the Comptroller – Springfield
Debbie Abbott, Illinois Office of Internal Audit – Springfield
Nancy Bowyer, Office of the Secretary of State – Chicago (video conference)

Minutes

The minutes for the December 9, 2009 meeting were reviewed and revisions made as follows:

1. Pg. 2, Board Committees – Quality Assessment/Subsequent Review, 2nd line – replace “Chisek” with “Chizek”.
2. Pg. 4, 2010 Board Calendar, last sentence – replace “Ms. Cummings” with “Ms. Morgan” and replace “Mr. Kirk” with “Ms. Cummings”.
3. Pg.4, Performance Committee, 4th line – replace “seem” with “appear”.

The Board was updated on the 12/9/09 minutes issue dealing with payments for the SIAAB 2009 Fall Conference. Because of one of the issues, the Board decided to put a cancellation notice on registrations for future SIAAB conferences.

Ms. Cummings made a motion to approve the minutes with changes, Ms. Morgan seconded, and the motion unanimously carried.

Reports/Updates

CPE Coordinator – Online Quality Assurance Review Training Update

Ms. Morgan reported that three people have completed the on-line training since last reported and CPE certificates have been issued. Registration has been revoked for the person that signed-up for the on-line training last June but had not yet taken the training.

Ms. Morgan received an email from Danielle Schultz, Internal Audit Director, Northern Illinois University wanting to confirm her understanding of CPE requirements for a new hire. Ms. Morgan responded to Ms. Schultz on January 7, 2010 that Ms. Schultz was correct and her new hire would be required to complete 40 CPE hours by December 31, 2010 of which 12 CPE hours would need to be governmental related. The Board agreed with Ms. Morgan's response.

Ms. Morgan reported that in researching the answer to Ms. Schultz's question, she found that Article II – Section V, 5.1, Continuing Professional Education, of the Board's Bylaws needed clarification. Ms. Morgan presented the proposed Bylaw's clarification for Board discussion. After discussion and minor changes, motion was made by Ms. Ringler, seconded by Ms. Cummings to accept the proposed changes as revised and the motion unanimously carried.

Recess for Committee Meetings

The regular session of the Board recessed at 10:35 a.m. for Committee meetings.

Performance Committee

Ms. Morgan requested that Ms. Zemaitis provide her with an updated version of the Quality Assurance Review spreadsheet.

Office of the Secretary of State – Ms. Zemaitis reported that she and Ms. Bowyer are still working with Crowe Chizek (Crowe) regarding the Secretary of State's Quality Assurance Review in December 2006. They are still waiting to obtain a copy of back-up documentation. Ms. Bowyer will contact Crowe to follow-up on the requested documentation.

Ms. Morgan read the response she sent on December 9, 2009 to Ron Cierny, Chief Internal Auditor, Northeastern Illinois University, communicating the Board's decision regarding QA Matrix Item AS 1111 "Direct Interaction with the Board."

Executive Committee

No business at this time.

Resume Regular Session

The regular session of the Board resumed at 10:37 a.m.

Old Business

SIAAB Web page – Ms. Morgan distributed copies of the suggested changes to the Board's website. Specifically, the website's pages relating to "Quality Assurance Review Program" and "Quality Assurance Frequently Asked Questions." After discussion, it was decided that Ms. Morgan should add the discussed changes/revisions to the draft changes and send the proposed revisions to Board members again for their review prior to the next meeting. The Board postponed accepting of the revisions until February's meeting.

A suggestion was also made that a "refresher course" on the Board's Quality Assurance Review process should be presented at the Board's Fall Government Conference. This led to a brief

discussion of the Fall Conference – where it should be held, possible dates. October 26, 27 or 28 were suggested dates. It was requested that Ms. Bishop begin looking for possible locations and bring back information to the Board.

New Business

Officer Nominations – Ms. Cummings distributed a spreadsheet outlining the individuals who had served as prior Chairs and Vice Chairs for the past eight years. As shown on that spreadsheet, it is customary for the prior year Vice Chair to be elected to serve as Chair the following year. This helps to ensure that the Chair is familiar with the Board business.

Ms. Zemaitis opened nominations for the Chair position. Ms. Ringler made a motion to nominate Ms. Zemaitis for Chair, Ms. Abbott seconded and the motion unanimously passed.

Ms. Zemaitis opened nominations for the Vice Chair position. Ms. Ringler made a motion to nominate Ms. Morgan for Vice Chair, Ms. Abbott seconded and the motion unanimously passed.

New officer election will take place at the February 2010 meeting.

Open Meetings Act/Freedom of Information Act

Ms. Morgan distributed copies of the amended Open Meetings Act (OMA) and the Freedom of Information Act (FOIA). Both of these Acts were amended during the last legislative session. Ms. Morgan had highlighted the portions of the Acts that would impact the Board. One of the new requirements is that every public body must designate one or more officials or employees to act as its Freedom of Information officer or officers. Also, all Freedom of Information officers are required, within six months after the effective date of the revised Act, to successfully complete an electronic training curriculum to be developed by the Public Access Counselor and thereafter successfully complete an annual training program. The Board felt that it would be beneficial for all Board members to take the FOIA on-line training.

To date, the Board has never had a Freedom of Information request. It may be necessary for the Board to request an interpretation from the Public Access Counselor as to whether or not certain Board documents would be exempt from the Act.

The Open Meetings Act now requires that in the event a change is made in a regular meeting date, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area. The Board discussed how to comply with this requirement in the event of a cancellation of a scheduled monthly meeting.

It was requested that the FOIA Officers be copied on the email when the monthly meeting agenda is sent out for posting.

Ms. Zemaitis asked for volunteers to be FOIA Officer and back-up. Ms. Cummings and Ms. Ringler volunteered. Motion was made by Nancy Bowyer to appoint Rusti Cummings as the Board's primary Freedom of Information Officer and Barb Ringler as the back-up Freedom of Information Officer, Ms. Abbott seconded the motion and the motion unanimously passed. Ms. Zemaitis will notify Cara Smith, the Public Access Counselor, of the Board's action in appointing the two officers. Ms. Zemaitis will also inquire about the possibility of all Board members taking the FOIA on-line training.

The Chair thanked Ms. Morgan for all of her time and hard work in bringing these issues to the Board's attention.

Announcements

The next regular meeting is scheduled for February 10, 2010.

Adjournment

A motion to adjourn the Regular Session was made by Ms. Morgan, seconded by Ms. Ringler and the motion unanimously carried. The meeting was adjourned at 11:55 a.m.