

STATE OF ILLINOIS INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

Board Meeting, February 10, 2010

1:00 p.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 1:25 p.m. by Julie Zemaitis, Chair. Jewel Bishop, Illinois Office of Internal Audit, attended and recorded the minutes.

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 January 13, 2010 meeting were reviewed and revisions made as follows:

1. Pg. 2, Performance Committee, Office of the Secretary of State, second paragraph, first sentence – after the word “sent” add “on December 9, 2009”.
2. Pg. 3, Open Meetings Act/Freedom of Information Act – delete last sentence of first paragraph.
3. Pg. 3, Open Meetings Act, fourth paragraph – after “FOI” add the letter “A”.

Revisions were also made to the minutes in order to be compliant with the revised Open Meetings Act:

1. Pg. 1, Roll Call, change “Members Present” to “Members Present/Location”
2. Pg. 1, Roll Call, at end of line beginning with “Nancy Bowyer” add “(video conference)”
3. When recording the vote for a motion, language should be added to specify the number of Board members voting a particular way (e.g., unanimously, number for and/or number against, number abstaining). The appropriate wording was added to each record of a vote taken.

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

Reports

CPE Coordinator – Online Quality Assurance Review Training Update

Ms. Morgan reported that two interns from Western Illinois University had registered to take the on-line training, but as of this date had not completed the course. No other requests were received and no CPE certificates were issued since last reported.

It was noted that Illinois State University (ISU) has a new Chief Internal Auditor, Robert Blemler. Ms. Morgan was requested to send Mr. Blemler an email informing him of the on-line training and other SIAAB related information.

Ms. Zemaitis reported that she had received an email from Mr. Blemler inquiring as to whether the required number of CPE hours was pro-rated for a part time employee. Ms. Zemaitis replied that the Board followed GAO Standards and Guidance and the number of required CPE hours is the same for full or part time employees. The Board had previously received the same inquiry from the past Chief Internal Auditor of ISU. The Board discussed whether or not the Board's Bylaws should be revised to clarify required CPE hours for full or part-time employees.

A motion was made by Ms. Cummings, seconded by Ms. Abbott to add the following language to the Board's Bylaws, Article II, Section 5.1, first paragraph, end of third sentence: "whether employed full-time or part-time". The motion unanimously carried.

Ms. Bowyer asked for clarification for when the 2-year CPE cycle begins/ends. For all State audit entities, with the exception of the Illinois Office of Internal Audit, the two-year cycle ends at the end of even years, in this case CY2010. For the Illinois Office of Internal Audit, the two-year cycle ends at the end of odd years.

Recess for Committee Meetings

The regular session of the Board recessed at 1:50 pm for Committee meetings.

Performance Committee

Ms. Morgan reported that she had received the Secretary of State's completed Quality Assurance Review from Ms. Bowyer. Ms. Abbott will have Jim Kincaid of her staff perform the technical review.

Ms. Morgan raised the issue of the need for Board members and special assistants to the Board to complete an annual "Independence" forms. It has been past practice to have Board members complete an "Independence" form at the start of each Board year (at the time of election of new officers). The Board discussed how the yearly independence process should take place and decided to continue with the practice of completing forms at the start of each Board year. It was noted that the form needs to be updated to reflect new FOIA requirements. Ms. Cummings will make the necessary revisions to the Independence Form and get it back to the Board before the March meeting so Board members can complete Independence forms for this year.

Ms. Morgan completed a current independence form so that the Performance Committee's review of the Secretary of State's Quality Assurance Review could begin. Ms. Morgan will get a form to Mr. Kincaid for completion so he can begin the technical review of the Secretary of State's Quality Assurance Review.

Ms. Bowyer asked if someone could share the Independence Form used by their office. Ms. Morgan will send Ms. Bowyer a copy of the form she uses.

Executive Committee

There was nothing to report at this time.

Resume Regular Session

The regular session of the Board resumed at 2:07 p.m.

Old Business

SIAAB Web page – Ms. Morgan reported that she had sent the updated pages for Frequently Asked Questions from the Board's website to Board members for their review. A motion was made by Ms. Ringler to accept the updated version and seconded by Ms. Bowyer. The motion was unanimously carried.

Open Meetings Act / Freedom of Information Act – Ms. Zemaitis reported that she had sent a letter on January 28, 2010 to Cara Smith, the Public Access Counselor, informing her of the Board's designated FOIA Officers. The Board discussed the Acts and how they would affect the operation of the Board. Examples of the issues raised were: meeting cancellation or change of meeting date and type of documents that would be made available through FOIA request. Many questions were raised, but it was decided to postpone any action until after members had completed required on-line training through the Public Access Counselor's Office.

New Business

Officer Election – Ms. Zemaitis reviewed the nominations for Chair and Vice Chair. Motion to elect Ms. Zemaitis as Chair was made by Ms. Ringler and seconded by Ms. Cummings. Motion received five "yes" votes with Ms. Zemaitis abstaining from voting. The motion carried.

Motion to elect Ms. Morgan as Vice Chair was made by Ms. Abbott and seconded by Ms. Ringler. Motion received five "yes" votes with Ms. Morgan abstaining from voting. The motion carried.

Fall Conference – Ms. Bishop reported that she had contacted three hotels/conference centers regarding the 2010 Fall Conference. The Northfield Inn and Conference Center of Springfield has the dates of October 27 and 28, 2010 available. Ms. Bishop gave Ms. Zemaitis information received from the Northfield concerning meeting room charges and meal choices. Ms. Bishop has contacted the Hilton and the President Abraham Lincoln Hotel and Conference Center, both of Springfield, but has not yet heard back from them. Ms. Bishop will forward any additional information she receives to Ms. Zemaitis.

Ms. Bishop also reported that all receipts for the 2009 Fall Conference have been received with the exception of the \$150 from one agency.

New Business

There was no new business at this time.

Announcements

The next regular meeting will be March 3, 2010 at 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 9-035 of the JRTC has been reserved.

Ms. Ringler informed the Board that she would be unable to attend the March meeting.

Adjournment

A motion to adjourn the Regular Session was made by Ms. Morgan and seconded by Ms. Abbott. The motion unanimously passed and the meeting with adjourned at 3:00 p.m.