

STATE OF ILLINOIS INTERNAL AUDIT ADVISORY BOARD

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

MINUTES

**Board Meeting, March 3, 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 10:00 a.m. by Lesslie Morgan, Vice Chair. Jewel Bishop, Illinois Office of Internal Audit, attended and recorded the minutes.

Roll Call

Members Present/Location

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

Members Absent

Julie Zemaitis (Chair), University of Illinois
Barb Ringler, Office of the Treasurer

Minutes

The minutes for the February 10, 2010 meeting were reviewed. Ms. Cummings motioned to approve the minutes with no changes and Ms. Abbott seconded. The motion unanimously carried.

Reports

CPE Coordinator – Online Quality Assurance Review Training Update

Ms. Morgan reported that of the two interns from Western Illinois University registered to take the course, one had completed the course and a CPE certificate had been issued, the other intern was still registered to take the on-line training. No new requests were received since last reported.

FOIA Officer

Ms. Cummings distributed copies of draft documents she had prepared regarding the Board's responsibilities under the Freedom of Information and Open Meetings Acts. Ms. Cummings apologized because not all Board members received the documents prior to the meeting due to an email delivery problem. Documents distributed were: Statement of Independence form, Quality Assurance Confidentiality Policy/Commitment form, a Description of Board, and a List of Records Maintained by Board.

The Board discussed each document and made suggestions for changes/clarification. Several issues arose during the discussion, such as: number of board members that can discuss an issue without being in violation of the Open Meetings Act; definition of "public record" as it applies to records of the Board; record retention schedule for Board documents; who is responsible for maintaining records of the Board; the make-up of the Board and the need to restructure the Board's current committee structure.

The documents are still in draft form as Ms. Cummings needs to discuss them with Ms. Ringler before bringing them to the Board for action at next month's meeting. After her discussion with Ms. Ringler, Ms. Cummings will send revised drafts of the documents to Board members for their review prior to the April meeting. It was noted, that once the documents have been approved by the Board the documents should be shared with all audit managers. Ms. Morgan thanked Ms. Cummings for all of her hard work in drafting the documents.

Board members were reminded of the need to take the on-line Freedom of Information and Open Meetings Act training offered by the Public Access Counselor. Information presented during the training will help the Board in reviewing the above mentioned documents.

As a result of the discussion concerning Board membership, Ms. Abbott was asked to communicate updated SIAAB information to the Governor's Office of Boards and Commissions (Office) and to follow-up with the Office regarding Ms. Zemaitis' reappointment to the Board.

Recess for Committee Meetings

The regular session of the Board recessed at 12:15 p.m. for Committee meetings.

Performance Committee

The Secretary of State's Quality Assessment Review was tabled until the April 2010 meeting.

Executive Committee

There was nothing to report at this time.

Resume Regular Session

The regular session of the Board resumed at 12:19 p.m.

Old Business

SIAAB Web page – Ms. Morgan reported that the changes to the Bylaws and "Frequently Asked Questions" were posted to the Board's website on February 11, 2010.

Fall Conference – Ms. Bishop reported that she had contacted both the Hilton Hotel and the President Abraham Lincoln Hotel and Conference Center. The Hilton was unavailable for the October dates. The President Abraham Lincoln Hotel had the dates available but would not be able to give the Board the meeting rooms at no cost like last year. The cost of the room rentals would be \$150 each day for the main room and an additional \$150 for the University break-out session room, plus incidental charges for screen, microphones, etc. The Northfield Inn and Suites would charge \$50 for the break-out room and there would be no charge for the main meeting room.

Motion was made by Ms. Cummings to hold the conference at the Northfield Inn and Suites and have Ms. Bishop begin the preliminary process of contracting for the meeting site. Motion was seconded by Ms. Abbott and the motion unanimously carried.

New Business

Updated Confidentiality/Independence Forms – This item was presented as part of the FOIA Officer Update.

Announcements

The next regular meeting will be April 14, 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.

Adjournment

A motion to adjourn the Regular Session was made by Ms. Abbott and seconded by Mr. Barnard. The motion unanimously passed and the meeting with adjourned at 12:29 p.m.