

SIAAB
MEETING
MINUTES
FOR
1997



State of .s
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

CHAIRPERSON

John F. Schoonover, CPA
Western Illinois University

VICE-CHAIRPERSON

William Coons, CFE
Department of Professional
Regulation

MEMBERS

Stan Brown
Office of the Treasurer

John L. Cain, CPA, CISA
Office of the Secretary of State

Brad V. Hammond
Department of Natural Resources

Nancy Hilger, CPA
Department of Commerce and
Community Affairs

Michael Moody, CISA
Office of the Comptroller

James S. Reid
Office of the Attorney General

Bert Schwarz
Department of Central Management
Services

Edward D. Traver, CPA, CISA, PhD
University of Illinois

Edmund R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: Jack Schoonover, Chairman

DATE: January 3, 1997

RE: January Meeting

This is to confirm that the next meeting of the Internal Audit Advisory Board is scheduled for January 14, 1997 at 9:30 a.m. at the State Museum Collection Center. The Center is located on 10 1/2 Street. (Entrance is located between Laurel and Ash just east of 9th Street.)

If you have any questions regarding this meeting or if you cannot attend, please call me at (309) 298-1664 or E-mail at

Jack_Schoonover@ccmail.wiu.edu

attachment

Advisory Board:

Stan Brown ✓	Mike Moody ✓
(Jim Ousich) John Cain ✓	Jim Reid ✓
Bill Coons ✓	Bob Schwarz ✓
Brad Hammond ✓	Dick Traver ✓
Nancy Hilger ✓	Ben Zemaitis ✓

Internal Audit Advisory Board
January 14, 1997
9:30 a.m.

Place: Illinois State Museum
Collection Center
10 1/2 Street, Springfield

Agenda:

- Call to Order 9:34
 - Roll Call
 - Minutes
 - Approval of prior minutes: November 12, 1996 COONS SCHWARTZ
 - Old Business
 - Update on CMS position on job qualifications for EDP Auditor (Hammond/Hilger)
 - Technology Conference → DISPLAYS Schedule 4:05 12:15 [initials]
 - New Business
 - FCIAA Update (Moody) → BROUGHT IN BY GARCIA IN DEC. MAY 98 (MAY 98 COMPLETED) DUMMY → call about Board info since all other items related may have a combined meeting.
 - Other → with Comptroller done with FCIAA issues. MISSION - TO ADVISE FCIAA job admin note increased. integration of services into CAMP report.
 - Announcements
 - Schedule Next Meeting - February 5, 1997
Location - Prairie Capitol Convention Center - Room ?
 - Adjournment BILLZ MIRD 12:15
- Bob Schwartz - statements of Economic Interest
- ✓ BARD → Update Audit Financials NOT FILED NOT COMPLETE
- Feb mtd Review
- made up of LHC

MINUTES
STATE INTERNAL AUDIT ADVISORY BOARD
January 14, 1997

The regular meeting of the State Internal Audit Advisory Board was held on January 14, 1997 at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Jack Schoonover called the meeting to order at 9:34 a.m. Roll call was taken and the following members were present:

Present:

Jack Schoonover, Chairman, Western Illinois University
Bill Coons, Vice Chairman, Professional Regulation
Nancy Hilger, Commerce & Community Affairs
Mike Moody, Office of the Comptroller
Brad Hammond, Natural Resources
Bob Schwarz, Central Management Services
Dick Traver, University of Illinois
Jim Reid, Office of the Attorney General
Jim Busick, Office of the Secretary of State (for John Cain)

Absent:

Ben Zemaitis, Revenue
John Cain, Office of the Secretary of State
Stan Brown, Office of the Treasurer

Other:

Bill Sery, Office of the Comptroller

Regular Meeting:

Chairman Schoonover asked the Board if there were any corrections to the November 12, 1996 meeting minutes. It was noted that the following corrections should be made: 1) page 2, second paragraph, end of 3rd sentence, add the word "attend" before "the conference," and 2) the election of officers was held in April and they took office in May. Motion to approve the minutes as amended was made by Bill Coons, seconded by Bob Schwarz, minutes unanimously approved.

Old Business:

Discussion Item: CMS position on job qualifications for EDP Auditor

Nancy Hilger reported that she and Brad are just wrapping up their agencies' external audits and have been unable to work on the proposed job description. The item was deferred to the March meeting.

Discussion Item: Technology Conference

Bob Schwarz reported that invitations to the conference have been sent and RSVP's received. The conference schedule is as follows: 8:30 a.m. exhibits open.

9:00 a.m.	welcome
9:15 a.m.	keynotes speaker
10-11 a.m.	break-out sessions
12 noon	end (exhibits remain open till 4:00 p.m.)

Discussion Item: February meeting in conjunction with technology conference

This item was on the agenda for later in the meeting but was moved to coincide with discussion of the conference. February's meeting will be held at the Prairie Capitol Convention Center. It was decided that the Board would meet at 12:15 p.m. immediately following the end of the conference. Bob Schwarz will notify Jack Schoonover of the room location and notice will be sent with the agenda/minutes packet.

Brad Hammond noted that since many audit managers would be attending the conference, could we invite them to the February meeting to update the Board on the reforming of the audit managers group. Chairman Schoonover will contact Tammy Rust.

New Business:

Discussion Item: FCIAA Update

Mike Moody introduced Bill Sery to the Board and noted that he had invited Mr. Sery to the meeting to address the Board concerning the revising of the FCIAA guidelines.

Mr. Sery began by giving some background on himself. He said that he had been hired by the Comptroller to work on the revising of the FCIAA guidelines and GAAP finance reporting. He talked about the Comptroller's goals for the revised guidelines and how he viewed his job. Question was asked if it was the Comptroller's intent to have the new guidelines in place for the May 1 certification? Mr. Sery said that they hoped to have the guidelines ready by spring but he did not believe that they would be used for the May 1 certification.

Discussion Item: Statements of Economic Interest

Bob Schwarz raised the subject of statements of economic interest. There was discussion regarding the forms that are required to be filed with the Board of Ethics and Secretary of State. It was noted that findings by external auditors in this area are being made material.

Discussion Item. Board of Ethics Seminar

Brad Hammond told the Board that he attended the Board of Ethics Fall seminar on employees

accepting gifts. He said that seminar quality was good and the topic of interest to everyone.

Discussion Item: Peer Review

Brad Hammond stated that he would have an update for the Board at the February meeting regarding the status of peer review. He noted that he is in the process of reviewing the schedule and teams. A peer review had been scheduled for DCFS last fall to test the new software. However, the scheduled peer review had to be canceled and before it could be rescheduled DCFS' Chief Internal Auditor left his position.

Discussion Item: Legislative Audit Commission Membership

Brad Hammond asked if anyone had seen a new membership list for the LAC. No one has seen one yet, but when they do will distribute it to the Board members.

Discussion Item: Training Schedules

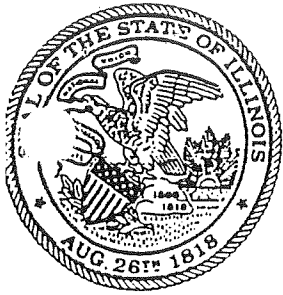
Question was raised as to whether anybody had any training scheduled for the near future that others could attend. Dick Traver said that most of the University of Illinois' will be scheduled for the fall. However, he did note that he would be giving a co-presentation on neuronets at the March 19th meeting of the IIA - Chicago chapter. Mike Moody was asked to make sure that state audit managers were on the mailing list for IIA seminars.

Next Meeting:

The next meeting of the State Internal Audit Advisory Board will be February 5, 1997, 12:15 p.m. at the Prairie Capitol Convention Center.

Adjournment:

Motion to adjourn was made by Bob Schwarz, seconded by Mike Moody; meeting adjourned at 10:25 a.m.



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

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Western Illinois University

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John L. Cain, CPA, CISA
Office of the Secretary of State

Brad W. Hammond
Department of Natural Resources

Nancy Hilger, CPA
Department of Commerce and
Community Affairs

Mike Moody, CISA
Office of the Comptroller

Jim S. Reid
Office of the Attorney General

Art Schwarz
Department of Central Management
Services

David D. Traver, CPA, CISA, PhD
University of Illinois

Robert R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: Jack Schoonover, Chairman *Jack*

DATE: January 21, 1997

RE: February Meeting

This is to confirm that the next meeting of the Internal Audit Advisory Board is scheduled for February 5, 1997 at 12:15 p.m. (or as soon as the meeting room empties) at the Prairie Capital Convention Center) Room B - 5.

Attached are corrected minutes from November's meeting and a draft of the January minutes. I have also attached a draft agenda of the Technology Forum I received from Bob Schwarz.

If you have any questions regarding this meeting or if you cannot attend, please call me at (309) 298-1664 or E-mail at

Jack_Schoonover@ccmail.wiu.edu

attachment

Advisory Board:	Stan Brown	Mike Mike Moody
	John Cain	Jim Jim Reid
	Bill Coons	Bob Bob Schwarz
	Brad Hammond	Dick Dick Traver
	Nancy Hilger	Ben Ben Zemaitis

FAX

217 524 4394 P.01/05

Date *January 15, 1997*

Number of pages including cover sheet *6*

TO: *Mr. Jack Schoonover*

Phone

Fax Phone *309-298-2006*

FROM: *Robert Schwarz*
Central Management
Services
120 West Jefferson Street
Springfield, Illinois 62706

Phone *217-782-1925*

Fax Phone *217-524-4394*

CC:

REMARKS: ☐ *Urgent* ☒ *For your review* ☐ *Reply ASAP* ☐ *Please Comment*



Memorandum from:

Bob Schwarz

Office of Internal Audits

Jack Schoonover

1-15am

Here is the latest agenda (1-9) for the February 5 Forum.
Perhaps you can attach it to your minutes??

Sarah has assigned us room B-5 for our meeting. She said this is the room is being used for the AT&T/Sprint "toll fraud" breakout session, which means it might run beyond the 12:00noon schedule ending.

Thus, you may want to delay the meeting till 12:30pm or since it was announced to start at 12:15 we can leave it at that time and start as soon as we can.

If there is anything else you would like from me, let me know.

Printed on Recycled Paper

1/9/97 DRAFT AGENDA FOR FEBRUARY 5TH
CONTENT COULD BE SUBJECT TO CHANGE

CENTRAL MANAGEMENT SERVICES

TECHNOLOGY FORUM

"STATE TEAMWORK - REACHING THE PEOPLE OF ILLINOIS"

For further information, please call:

Sarah Zerfas, Agency Services Manager
312/814-4465

When: Wednesday, February 5, 1997

Where: Prairie Capital Convention Center
1 Convention Center Plaza
Lower Level
Springfield, Illinois 62701
217/788-8800 (phone)
217/788-0811 (fax)

RSVP to: 217/782-3054

Forum Agenda:

8:30 a.m. - 4:00 p.m.	Exhibit Hall open
8:30 a.m. - 9:00 a.m.	Registration
9:00 a.m. - 9:05 a.m.	Welcome by CMS
9:05 a.m. - 9:35 a.m.	Keynote Speaker
9:45 a.m. - 10:30 a.m.	Breakout Session - First Rotation
10:30 a.m. - 11:15 a.m.	Breakout Session - Second Rotation
11:15 a.m. - 12:00 p.m.	Breakout Session - Third Rotation
12:00 p.m.	End of formal program
12:00 p.m. - 4:00 p.m.	Exhibits still open
4:00 p.m.	End of Forum

Participating Vendors Exhibiting Products:

ADT Security -

Ameritech -

Video Conferencing
Wide Area Networks
Phones
Voice mail

Ameritech Cellular -

Wireless Dispatch
Wireless Messaging
Wireless Point of Sale
Global Positioning System
Remote Monitoring
Cellular & CDPD modems
CC:Mobile

Anixter -

Multivendor Network Solutions
Technical & Maintenance Support for Internetworking and WANs
Structured Cabling Products
Test Equipment
Fiber Optic Products

AT&T -

Advanced Network Solutions - interactive voice response
800 Services Features - management, administration and reporting
Internet- information management and retrieval
LAN Management - management and administration of LANs

CMS Internet Team -

Process/Pricing
Services Provided
Resources available

Computerland -

First Cellular -

Cellular Service

George Alarm -

Hitech Group -

TTYs

CS 1000
Payphone TTYs
Assistive Communication Products

IBM -

IBM anti virus
IBM OS/2 v4 (WARP)
IBM Campus Switching products
IBM's thin client

KPI Audex -

Assistive Listening Systems - cellphone for hearing impaired and wide area systems

Nelson Systems -

Auto attendant
IVR

Polycom -

Polycom showstation
Polycom soundstation

Racal-Datcom -

routers
modems
FRADS
Switches

Sprint -

Internet services
Frame Relay (?)
Fraud

TTI Newgen -

Ushman -

NEC 2000/2400 (PBX)
Samsung DCS (EKS)
Samsung Prostar (EKS)
Miscellaneous - call accounting headsets, etc.

US Telefactores -

Call Center - outsourced call handling

Break-out Sessions (3 rotations of 45 min. sessions):

Ameritech -

Videoconferencing
Wide Area Networks

Ameritech Cellular -

Wireless Technology

AT&T -

Toll Fraud
SDN/SDDN/800 Features
Advanced Network Solutions

CMS Internet -

Computerland -

HiTech Group -

Conference Speaker Phones
Job accommodation and Assistive Devices

IBM -

Thin Client

Polycom -

Document conferencing

Sprint -

Fraud (in collaboration with AT&T)

Ushman -

Today's Telephone System

1/9/97 DRAFT AGENDA FOR FEBRUARY 5TH
CONTENT COULD BE SUBJECT TO CHANGE

CENTRAL MANAGEMENT SERVICES

TECHNOLOGY FORUM

"STATE TEAMWORK - REACHING THE PEOPLE OF ILLINOIS"

For further information, please call:

Sarah Zerfas, Agency Services Manager
312/814-4465

When: Wednesday, February 5, 1997

Where: Prairie Capital Convention Center
1 Convention Center Plaza
Lower Level
Springfield, Illinois 62701
217/788-8800 (phone)
217/788-0811 (fax)

RSVP to: 217/782-3054

Forum Agenda:

8:30 a.m. - 4:00 p.m.	Exhibit Hall open
8:30 a.m. - 9:00 a.m.	Registration
9:00 a.m. - 9:05 a.m.	Welcome by CMS
9:05 a.m. - 9:35 a.m.	Keynote Speaker
9:45 a.m. - 10:30 a.m.	Breakout Session - First Rotation
10:30 a.m. - 11:15 a.m.	Breakout Session - Second Rotation
11:15 a.m. - 12:00 p.m.	Breakout Session - Third Rotation
12:00 p.m.	End of formal program
12:00 p.m. - 4:00 p.m.	Exhibits still open
4:00 p.m.	End of Forum

Participating Vendors Exhibiting Products:

ADT Security -

Ameritech -

Video Conferencing
Wide Area Networks
Phones
Voice mail

Ameritech Cellular -

Wireless Dispatch
Wireless Messaging
Wireless Point of Sale
Global Positioning System
Remote Monitoring
Cellular & CDPD modems
CC:Mobile

Anixter -

Multivendor Network Solutions
Technical & Maintenance Support for Internetworking and WANs
Structured Cabling Products
Test Equipment
Fiber Optic Products

AT&T -

Advanced Network Solutions - interactive voice response
800 Services Features - management, administration and reporting
Internet- information management and retrieval
LAN Management - management and administration of LANs

CMS Internet Team -

Process/Pricing
Services Provided
Resources available

Computerland -

First Cellular -

Cellular Service

George Alarm -

Hitech Group -

TTYs

CS 1000
Payphone TTYs
Assistive Communication Products

IBM -

IBM anti virus
IBM OS/2 v4 (WARP)
IBM Campus Switching products
IBM's thin client

KPI Audex -

Assistive Listening Systems - cellphone for hearing impaired and wide area systems

Nelson Systems -

Auto attendant
IVR

Polycom -

Polycom showstation
Polycom soundstation

Racal-Datacom -

routers
modems
FRADS
Switches

Sprint -

Internet services
Frame Relay (?)
Fraud

TTI Newgen -

Ushman -

NEC 2000/2400 (PBX)
Samsung DCS (EKS)
Samsung Prostar (EKS)
Miscellaneous - call accounting headsets, etc.

US Telefactors -

Call Center - outsourced call handling

Break-out Sessions (3 rotations of 45 min. sessions):

Ameritech -

Videoconferencing
Wide Area Networks

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Wireless Technology

AT&T -

Toll Fraud
SDN/SDDN/800 Features
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CMS Internet -

Computerland -

HiTech Group -

Conference Speaker Phones
Job accommodation and Assistive Devices

IBM -

Thin Client

Polycom -

Document conferencing

Sprint -

Fraud (in collaboration with AT&T)

Ushman -

Today's Telephone System

Internal Audit Advisory Board
February 5, 1997
12:15 p.m.

Place: Prairie Capital Convention Center
1 Convention Center Plaza
Lower Level
Springfield

Agenda:

- Call to Order 12:15
- Roll Call BILL C
NANCY H
- Minutes
- Approval of prior minutes January 14, 1997
- Old Business
- Peer Review Update (Hammond)

- New Business Bob Schwarz
① ASKED about technology conference
WORTH repeating
- Announcements ② Statutory Requirements
→ as of Jan 14th
EXEC. agency only
- Schedule Next Meeting - Nancy Paul letter to CHIEF PERSONNEL
OFFICERS OF AGENCIES
Stat. Regi
- Adjournment ③ PSA / SUIT

12:35

Fred
Lehrman
Housing
Authority

Development

JOHN WERSHAM
VOT
LARRY COLMAN
DCFS

MINUTES
STATE INTERNAL AUDIT ADVISORY BOARD
February 5, 1997

The regular meeting of the State Internal Audit Advisory Board was held on February 5, 1997 at the Prairie Capital Convention Center, Springfield, Illinois. Chairman Jack Schoonover called the meeting to order at 12:15 p.m. Roll call was taken and the following members were present:

Present:

Jack Schoonover, Chairman, Western Illinois University
Bill Coons, Vice Chairman, Professional Regulation
Nancy Hilger, Commerce & Community Affairs
Mike Moody, Office of the Comptroller
Brad Hammond, Natural Resources
Bob Schwarz, Central Management Services
Dick Traver, University of Illinois
Jim Reid, Office of the Attorney General
Jim Busick, Office of the Secretary of State (for John Cain)

Absent:

Ben Zemaitis, Revenue
John Cain, Office of the Secretary of State
Stan Brown, Office of the Treasurer

Other:

John Wierschem, University of Illinois
Larry Coleman, Children & Family Services

Regular Meeting:

Chairman Schoonover asked the Board if there were any corrections to the January 14, 1997 meeting minutes. It was noted that the following corrections should be made: 1) one of the attendee's name was misspelled, should read "Jim Busick" from the Office of Secretary of State, and 2) In the discussion item: FCIAA guidelines. Regarding Mr. Sery's comment on the timeline for the new guidelines, it should be noted that this is Mr. Sery's belief of the Comptroller's intention. Motion to approve the minutes as amended was made by Bill Coons, seconded by Nancy Hilger, minutes unanimously approved.

Old Business:

Discussion Item: Peer Review Update

Brad Hammond reported that eight peer reviews have been scheduled. A list of the agencies scheduled to be reviewed was distributed. He noted that all except DCCA

and EPA should be completed before the end of the fiscal year. He also noted that DCFS will not be rescheduled until a Chief Internal Auditor for that agency is named. Brad stated that he is working to schedule eight more peer reviews. Agencies that are involved in the current reorganization will be postponed.

There was discussion concerning what peer reviews have been completed but have not been reviewed yet. Nancy Hilger has reviewed Eastern Illinois University's and will forward it to Mike Moody for his review. It was pointed out that one more person needs to be appointed to the review team. Tammy Rust will be contacted so that a member of the Audit Managers Group can be appointed.

New Business:

Discussion Item: Technology Conference. Bob Schwarz asked the Board if they felt that the CMS Technology Conference had been worth their time. Several felt that the presentations were useful and would attend again if the conference were held next year.

Discussion Item: Position descriptions. Bob Schwarz read a copy of a letter that CMS had sent to agency personnel officers. The letter asks for assistance in identifying positions in their respective agencies that have statutory requirements.

Dick Traver noted that the University Civil Service has rewritten all audit descriptions to require that all audit positions report to the Chief Internal Auditor of the University.

Question was raised as to the status of the PSA lawsuit. Bob Schwarz reported that there has been no movement. He further noted that the lower court has issued an opinion on veteran preference. The Court said that vet preference was an absolute preference. However, the Court did give the option of "breakaway" job descriptions.

Discussion Item: LAC Members. Brad Hammond distributed a list of LAC members. He noted that one additional appointment was to be made. The appointment was expected by the end of the week and would probably be a democrat.

Next Meeting:

The next meeting of the State Internal Audit Advisory Board will be March 11, 1997, 9:30 a.m. at the State Museum Collection Center. However, unless there were additional items that need to be brought to the Board, the meeting will be canceled. Notice will be sent out with the Board minutes.

Adjournment:

The meeting was adjourned at 12:35 p.m.

From: Jack Schooner at SHROPS 2/21/97 1:34 PM
To: JHSROPI@PRMATEL.STATE.NJ.US (K12000) (CNFL) at Internet
Subject: LAR Minutes - 2/5/97

----- Message Copied -----
Here's

I sent out meeting notices today. For lack of agenda items, I cancelled the March meeting. The next meeting will be April 8th. I'll hold the elections then.

Once Brad's message for me please. I've been looking at the by-laws for peer review. Brad needs to get the schedule for any peer reviews after the night he talked about approved by the executive committee.

If he has any questions, he can e-mail or call

Thanks

- Jack



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INTERNAL AUDIT ADVISORY BOARD
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Western Illinois University

VICE-CHAIRPERSON

C. William Coons, CFE
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Nancy Hilger, CPA
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Community Affairs

Michael Moody, CISA
Office of the Comptroller

James S. Reid
Office of the Attorney General

Robert Schwarz
Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: Jack Schoonover, Chairman *Jack*

DATE: February 21, 1997

RE: March/April Meeting

This is to confirm that the March 11, 1997 meeting of the Internal Audit Advisory Board is cancelled. The next meeting of the Internal Audit Advisory Board is scheduled for April 8, 1997 at 9:30 a.m. at the State Museum Collection Center. The Center is located on 10 1/2 Street. (Entrance is located between Laurel and Ash just east of 9th Street.)

In addition to regular business, we will hold the election of officers to guide the Board for the next year. If any of you have an interest in either being Chairperson or Vice Chairperson, please let me know. Otherwise, I will be calling individuals and present a slate for your approval at the April meeting.

If you have any questions regarding this meeting or if you cannot attend, please call me at (309) 298-1664 or E-mail at

Jack_Schoonover@ccmail.wiu.edu ✓

attachment

Advisory Board:

Stan Brown	Mike Moody ✓
A John Cain ✓	Jim Reid
Bill Coons ✓	Bob Schwarz A
Brad Hammond ✓	Dick Traver ✓
Nancy Hilger ✓	Ben Zemaitis

Internal Audit Advisory Board
April 8, 1997
9:30 a.m.

Place: Illinois State Museum
Collection Center
10 1/2 Street, Springfield

Agenda:

- Call to Order ✓
- Roll Call ✓
- Minutes

- Approval of prior minutes: February 5, 1997 ✓

BILL
MIKE M

VED TO
BINDER

- Old Business

✓ Update on CMS position on job qualifications for EDP Auditor (Hammond/Hilger) ✓

EDP AUDITOR - CDP → PSH have to have hours as auditors.

- New Business

✓ FCIAA Update (Coons/Moody) - SERY

need to have forth request for ask permission.

- Election of Officers

COONS
MOODY

RE-START
TASK FORCE

Re-create A SERIES

- Other

APRIL 15th
COMPTROLLER'S

- Announcements

• Schedule Next Meeting - MAY 13th

TO
Beachline May 1, 1998
implementation
expectation

- Adjournment

Hammond -
res. for
4 - May
2 - June
2 - July 1998

15000

MINUTES
STATE INTERNAL AUDIT ADVISORY BOARD
April 8, 1997

The regular meeting of the State Internal Audit Advisory Board was held on April 8, 1997 at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Jack Schoonover called the meeting to order at 9:30 a.m. Roll call was taken and the following members were present:

Present:

Jack Schoonover, Chairman, Western Illinois University
Bill Coons, Vice Chairman, Professional Regulation
Nancy Hilger, Commerce & Community Affairs
Mike Moody, Office of the Comptroller
Brad Hammond, Natural Resources
Ben Zemaitis, Revenue
Dick Traver, University of Illinois
Stan Brown, Office of the Treasurer
Jim Reid, Office of the Attorney General
Jim Busich, Office of the Secretary of State (for John Cain)

Absent:

Bob Schwarz, Central Management Services
John Cain, Secretary of State

Regular Meeting:

Chairman Schoonover asked the Board if there were any corrections to the February 5, 1997 meeting minutes. Motion to approve the minutes was made by Bill Coons, seconded by Mike Moody, minutes unanimously approved.

Old Business:

Discussion Item: Update on CMS position on job qualifications for EDP Auditor

Brad Hammond reported that he and Nancy Hilger had met with Bob Schwarz and Phil Hinds (CMS Personnel) to discuss the problems encountered when hiring an EDP auditor. Currently, code agencies hire an EDP auditor under the PSA series. This series does not allow for someone with EDP experience as that would shift the job to an EDP position. Unfortunately, CMS did not have any clear cut answers as to the best way to proceed. There was discussion concerning the options available. The best option is to have several code agencies begin the process of having the position description approved by CMS and hope that CMS approves one position. A precedent would then be set and this could be used for subsequent hires.

There was also a brief discussion on the status of the pending PSA and vet preference lawsuits.

New Business:

Discussion Item: FCIAA Update

Mike Moody told the Board that Bill Sery of the Comptroller's Office has begun to move forward

with the revising of the FCIAA guidelines. Mr. Sery asked that a meeting of the FCIAA Task Force be scheduled to discuss the plans for revisions and to receive input from the Task Force. A meeting has been set for April 15 and the Task Force will report back to the Board. It does not appear that there will be any revisions to the guidelines until next fiscal year.

Question was raised as to who were members of the Task Force. The members are: Stan Brown, Jim Donkin, Nancy Hilger, Fred Lehrman, Mike Moody, Dick Traver, Ben Zemaitis and Bob Schwarz. It was noted that vacancy created when Janet Taylor-Wilson left has not been filled.

Discussion Item: Election of Officers

The floor was opened for nominations. Motion was made by Jack Schoonover to nominate Bill Coons as Chairman and Mike Moody as Vice Chairman, seconded by Jim Reid. There were no other nominations and the motion was unanimously approved.

Other Business:

Discussion Item: Peer Review Update

Brad Hammond reported that four peer reviews have been scheduled for May, two for June and two for August/September and he is waiting to hear on two more that are to be scheduled. Brad said that he was interested in getting the next round of peer reviews scheduled. Question was raised as to whether the Board was supposed to approve the schedule. There was general discussion regarding the peer review process and whether it was necessary. Brad will get a list together of pending reviews and bring them to the Board in May.

Discussion Item: Software Package

Ben Zemaitis asked if anyone was familiar with the software package "Teammate" from Price Water House. This is a word processing driven software that is used by U.S. Air Force Auditing and the State of Texas. He asked if the Board had any interest in receiving a free demonstration of the software. Since the software is very costly, it was decided that Ben would review the software and report back to the Board.

Discussion Item: Next Year's Agenda

Jim Reid asked if the new chairman had an agenda for what he hoped the Board would accomplish in the upcoming year.

Next Meeting:

The next meeting of the State Internal Audit Advisory Board will be May 13, 1997, 9:30 a.m. at the State Museum Collection Center.

Adjournment:

Motion to adjourn was made by Bill Coons, seconded by Dick Traver; meeting adjourned at 10:15 a.m.

Mike Moody told the Board that Bill Sery of the Comptroller's Office has begun to move forward with the revising of the FCIAA guidelines. Mr. Sery asked that a meeting of the FCIAA Task Force be scheduled to discuss the plans for revisions and to receive input from the Task Force. A meeting has been set for April 15 and the Task Force will report back to the Board. It does not appear that there will be any revisions to the guidelines until next fiscal year.

Question was raised as to who were members of the Task Force. The members are: Stan Brown, Jim Donkin, Nancy Hilger, Fred Lehrman, Mike Moody, Dick Traver, Ben Zemaitis and Bob Schwarz. It was noted that vacancy created when Janet Taylor-Wilson left has not been filled.

Discussion Item: Election of Officers

The floor was opened for nominations. Motion was made by Jack Schoonover to nominate Bill Coons as Chairman and Mike Moody as Vice Chairman, seconded by Jim Reid. There were no other nominations and the motion was unanimously approved.

Other Business:

Discussion Item: Peer Review Update

Brad Hammond reported that four peer reviews have been scheduled for May, two for June and two for August/September and he is waiting to hear on two more that are to be scheduled. Brad said that he was interested in getting the next round of peer reviews scheduled. Question was raised as to whether the Board was supposed to approve the schedule. There was general discussion regarding the peer review process and whether it was necessary. Brad will get a list together of pending reviews and bring them to the Board in May.

Discussion Item: Software Package

Ben Zemaitis asked if anyone was familiar with the software package "Teammate" from Price Water House. This is a word processing driven software that is used by U.S. Air Force Auditing and the State of Texas. He asked if the Board had any interest in receiving a free demonstration of the software. Since the software is very costly, it was decided that Ben would review the software and report back to the Board.

Next Meeting:

The next meeting of the State Internal Audit Advisory Board will be May 13, 1997, 9:30 a.m. at the State Museum Collection Center.

Adjournment:

Motion to adjourn was made by Bill Coons, seconded by Dick Traver; meeting adjourned at 10:15 a.m.



INTERNAL AUDITING

Sherman Hall 308
Macomb, Illinois 61455
(309) 298-1664

M E M O R A N D U M

TO: Bill Coons
FROM: Jack Schoonover
DATE: April 16, 1997
RE: April Minutes

Enclosed are the draft April minutes from the Internal Audit Advisory Board meeting. You can send them out to the rest of the Board with the next meeting notice and agenda. I have also enclosed a set of labels so you don't have to totally re-invent the wheel.

Good luck and let me know what I need to do to assist.

Enclosures



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

CHAIRPERSON

John F. Schoonover, CPA
Western Illinois University

VICE-CHAIRPERSON

C. William Coons, CFE
Department of Professional
Regulation

MEMBERS

Stan Brown
Office of the Treasurer

John L. Cain, CPA, CISA
Office of the Secretary of State

F. W. Hammond
Department of Natural Resources

Nancy Hilger, CPA
Department of Commerce and
Community Affairs

Michael Moody, CISA
Office of the Comptroller

James S. Reid
Office of the Attorney General

Robert Schwarz
Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: Jack Schoonover, Chairman *Jack*

DATE: April 1, 1997

RE: April Meeting

The is to confirm that next meeting of the Internal Audit Advisory Board is scheduled for April 8, 1997 at 9:30 a.m. at the State Museum Collection Center. The Center is located on 10 1/2 Street. (Entrance is located between Laurel and Ash just east of 9th Street.)

In addition to regular business, we will hold the election of officers to guide the Board for the next year.

If you have any questions regarding this meeting or if you cannot attend, please call me at (309) 298-1664 or E-mail at

Jack_Schoonover@ccmail.wiu.edu

attachment

Advisory Board:

Stan Brown ✓

Mike Moody ✓

JIM BOSSICK
John Cain ✓

Jim Reid ✓

Bill Coons ✓

Bob Schwarz ✓

Brad Hammond ✓

Dick Traver ✓

Nancy Hilger ✓

Ben Zemaitis ✓

INTERNAL AUDIT ADVISORY BOARD MEETING

May 13, 1997
9:30 A.M.

Location: Illinois State Museum Collection Center
10 1/2 Street - Springfield, Illinois

A G E N D A

- Call to Order ✓
- Roll Call ✓
- Minutes ✓
 - Approval of Prior Minutes: April 8, 1997
- Old Business
- New Business
 - FCIAA Update (Coons/Moody) → TASK FORCE 11/86 AFTER
KIA 1987, 1988, 1989
FOR RESPONSE FROM
SAP →
 - Miscellaneous YEHM 2000
what should be in the report, etc. SAP →
- Announcements
 - 8:15 - 8:30 AM (CNS) → TRAVELER'S ELECTRIC
7:14 → 8:00 AM 11/86
10/11/86
Very good work
- Schedule Next Meeting
 - JOEYNE meeting
1997 7:30
- Adjournment

Notes: Notes - with des

MINUTES

STATE INTERNAL AUDIT ADVISORY BOARD MEETING

May 13, 1997

The regular meeting of the State Internal Audit Advisory Board was held on May 13, 1997, at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Bill Coons called the meeting to order at 9:35 A.M. Roll call was taken:

Present:

Bill Coons, Chairman - Professional Regulation
Mike Moody, Vice Chairman - Office of the Comptroller
Stan Brown - Office of the Treasurer
Brad Hammond - Natural Resources
Nancy Hilger - Commerce & Community Affairs
Jim Reid - Office of the Attorney General
Jack Schoonover - Western Illinois University
Bob Schwarz - Central Management Services
Ben Zemaitis - Department of Revenue

Absent:

John Cain - Office of the Secretary of State
Dick Traver - University of Illinois

Regular Meeting:

Chairman Coons asked if there were any corrections to the minutes of the April 8, 1997 meeting. Jim Reid requested a change to Page 2 (delete mention of the Discussion Item - Next Year's Agenda). A motion was made by Nancy Hilger and seconded by Mike Moody to approve the minutes as corrected; the minutes were unanimously approved. A corrected copy of the April Minutes is attached.

Old Business:

No old business.

New Business:

- Discussion Item - FCIAA Update - Bill Coons and Mike Moody discussed the Task Force Meeting with Bill Sery of the Comptroller's Office. The discussion included the proposed schedule; there may be a revision. The Chairman sent a letter to Bill Sery regarding the Task Force recommendations and is awaiting his response.
- Ben Zemaitis presented his concerns relating to the Year-2000 issue and inquired as to what others were doing in regard to this. The discussion revolved around the role of the auditor and the impact upon various organizations. Ben will be doing some work regarding this issue and will share it later on. The Year-2000 issue will be placed on the June Agenda.
- Ben Zemaitis and Nancy Hilger discussed their review of the University of Illinois workpaper package. They presented their views of what they saw. A discussion followed regarding this as well as other similar packages.
- Brad Hammond inquired about the impact of the "Vet Preference" decision on CMS and other agencies regarding hiring. A discussion followed relating to hiring and job descriptions, etc. Bob Schwarz revealed the new Option 8-C that CMS-Personnel will be issuing soon.

Announcements:

There were none.

Next Meeting:

The next scheduled meeting will be held June 10, 1997, at 9:30 A.M. at the Illinois State Museum Collection Center, Springfield, Illinois.

Adjournment:

A motion to adjourn was made by Bob Schwarz - seconded by Mike Moody; the meeting was adjourned at 10:15 A.M.

CWC:mas

**ILLINOIS STATE MUSEUM
RESEARCH AND COLLECTIONS CENTER**

GUIDELINES FOR MEETING PLANNERS/PARTICIPANTS

Parking

For groups of 15 or more, please park in the north side CMS lot (see below as to where to enter the building). A map will be sent to you by your meeting planner.

Where to Enter/Exit

Enter and exit through the west doors that lead to the lobby. This is the main entrance and is used by staff and the public. All other doors are kept locked for security purposes. The receptionist will direct you to your meeting location.

Smoking

Smoking is only permitted outside the main (west side) entrance of the building. Please do not open any other doors to go outside for smoking. The lobby door is the only one that will not automatically lock when closed.

Drinks/Snacks/Vending Machines

The Collections Center does not have vending machines that are accessible by meeting participants. A coffee pot is available but please let us know when your meeting is scheduled if you will need it. If you feel your group will want refreshments ie.- soda, muffins, donuts, etc., you must bring them in yourself as they will not be obtainable.

If you have any questions, please contact Beckie Dyer, Administrative Assistant at 782-7475.



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

CHAIRPERSON

✓ C. William Coons, CPE
Department of Professional
Regulation

VICE-CHAIRPERSON

✓ Michael J. Moody, CISA
Office of the Comptroller

MEMBERS

✓ Stan Brown
Office of the Treasurer

John L. Cain, CPA, CISA
Office of the Secretary of State

✓ Bradley W. Hammond
Department of Natural Resources

✓ Hilger, CPA
Department of Commerce and
Community Affairs

✓ James S. Reid
Office of the Attorney General

✓ John F. Schoonover, CPA
Western Illinois University

✓ Robert Schwarz
Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

✓ Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: *C. William Coons*
Chairman

DATE: May 1, 1997

RE: May Meeting

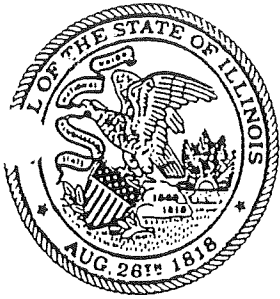
The next meeting of the Internal Audit Advisory Board will be held on May 13, 1997, at 9:30 A.M. at the State Museum Collection Center. The Center is located on 10 1/2 Street in Springfield (entrance is located between Laurel and Ash just east of 9th Street).

The Agenda for the meeting and Guidelines for parking and attendance at meetings at the Collection Center are attached. Also attached are the Minutes from the April meeting for your review and comment.

Immediately following our meeting, the State Internal Audit Managers' Group will be meeting.

If you have any questions regarding this meeting or if you cannot attend, please call me at 217/785-2188 - or - E-mail me or my secretary (Coons, Bill or Schadow, Mary Ann) on the State of Illinois cc:mail system.

CWC:mas
Attachments



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

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Department of Professional
Regulation

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Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: *C. William Coons*
C. William Coons, CFE
Chairman

DATE: May 27, 1997

RE: June Meeting

The next meeting of the State Internal Audit Advisory Board will be held on June 10, 1997, at 9:30 A.M. at the State Museum Collection Center. The Center is located on 10 1/2 Street in Springfield (entrance is located between Laurel and Ash just east of 9th Street).

The Agenda for the June meeting is attached. The minutes of the May meeting are also attached for your review and comment.

If you have any questions regarding this meeting or if you cannot attend, please call me at 217/785-2188 - or - E-mail me or my secretary (Coons, Bill or Schadow, Mary Ann) on the State of Illinois cc:mail system.

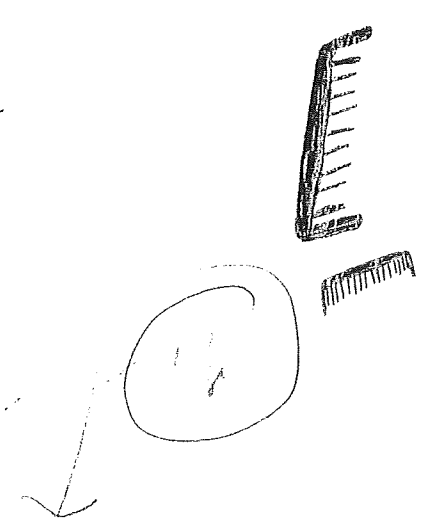
CWC:mas
Attachments

INTERNAL AUDIT ADVISORY BOARD MEETING

June 10, 1997
9:30 A.M.

Location: Illinois State Museum Collection Center
10 1/2 Street - Springfield, Illinois

A G E N D A

- Call to Order 9:31
 - Roll Call 10:00
 - Minutes
 - Approval of Prior Minutes: May 13, 1997 ✓
 - Old Business
 - Year-2000 Issue (Zemaitis)
 - Peer Review (Hammond) → ✓
 - New Business ✓
 - Announcements ✓
 - Schedule Next Meeting ✓
 - Adjournment ✓
- 

RECEIVED
INTERNAL AUDIT

JUN 27 1997

MINUTES

STATE INTERNAL AUDIT ADVISORY BOARD MEETING DEPARTMENT OF
PROFESSIONAL REGULATION

JUNE 10, 1997

The regular meeting of the State Internal Audit Advisory Board was held on June 10, 1997, at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Bill Coons called the meeting to order at 9:31 a.m. Roll call was taken:

Present:

Bill Coons, Chairman - Professional Regulation
Mike Moody, Vice Chairman - Office of the Comptroller
John Cain - Office of the Secretary of State
Brad Hammond - Natural Resources
Nancy Hilger - Commerce & Community Affairs
Jack Schoonover - Western Illinois University
Ben Zemaitis - Revenue

Absent:

Stan Brown - Office of the Treasurer
Jim Reid - Office of the Attorney General
Bob Schwarz - Central Management Services
Dick Traver - University of Illinois

Regular Meeting:

Chairman Coons asked if there were any corrections to the minutes of the May 13, 1997 meeting. A motion to accept the minutes was made by Mike Moody and seconded by Nancy Hilger; the minutes were unanimously approved.

Old Business:

- Discussion Item - Peer Review. Brad Hammond gave a report on the status of scheduled peer reviews. Eight peer reviews are either in progress or scheduled for sometime in late summer or early fall. No new peer reviews have been scheduled until after the completion of this round.

There was discussion regarding the peer review process and whether it was necessary. Several different opinions were voiced regarding peer review and the Board's role. Board members will gather copies of any relevant statutes,

rules, etc. concerning the Board's authority on this issue and present them as a discussion item at the next meeting. Also, it was noted that since Jack Schoonover is conducting a survey of audit managers one of the questions could be how they felt about the peer review process.

- Discussion Item - Year-2000 Issue: Ben Zemaitis introduced Mark Schwab from his office who gave a report on the year-2000 issue. Mr. Schwab passed out information gathered from the Internet and magazines concerning this issue. He gave an overview of the potential problems and how they might be solved. One of the documents distributed was a briefing note from the Institute of Internal Auditors taken from the Internet.

The Board thanked Mark for taking the time to research this subject and make his presentation.

There was discussion concerning the year-2000 and the problems that might arise. It was suggested that since Mark Krell was looking for issues for the audit managers to discuss this information should be passed on to him to be made available to all audit managers. Chairman Coons will contact Mark Krell.

New Business:

- Discussion Item - Fax from Bob Schwarz: Chairman Coons read a fax he received from Bob Schwarz concerning several issues of interest to the Board. 1) HJR 23 charges the Economic and Fiscal Commission to report to the legislature by April 1, 1998 on the cost of reprogramming the state's computer system to be year 2000 compatible; 2) CMS has approved a new option for the SPSA and PSA series. Option 8C would require a CPA or CPA credentials, and
- Discussion Item - Disaster Recovery Site: Chairman Coons told the Board that Professional Regulation has been looking at the issue of disaster recovery and having an off-site, back-up location. While looking into this issue he found out that CMS is looking into developing a site at the State Fairgrounds for disaster recovery.
- Discussion Item - Letter from Bill Sery: Chairman Coons read a letter he had received from Bill Sery, Office of the Comptroller, in response to a letter that was sent to him by the FCIAA Task Force. The Task Force had met with Mr. Sery on April 15 to discuss the FCIAA guidelines revision project. As a result of that discussion the Task Force sent Mr. Sery a letter outlining their thoughts and concerns on the project. One of the problems with the April meeting was that handouts were distributed at the meeting and Task Force members were not given enough time to review the documents. It was suggested that Chairman Coons acknowledge Mr. Sery's letter and also request that handouts be distributed prior to a meeting so that everyone has a chance to read the

documents.

- Discussion Item - List of Agencies Required to have Internal Audit Programs.
Brad Hammond distributed a copy of a letter from the Governor to the Secretary of State listing those agencies required to have a full-time program of internal auditing.
- Discussion Item - Audit Software: Ben Zemaitis is still trying to get information on the Price-Waterhouse software. It was noted that by visiting the ACL website (www.acl.com/aclhome) you can access a number of audit software packages. It was suggested that this could also be a meeting topic for audit managers.

Mike Moody thanked Bill Coons for organizing the IIA - Springfield Chapter golf outing.

Next Meeting:

No meeting will be held in July. The next scheduled meeting of the State Internal Audit Advisory Board will be August 12, 9:30 a.m. at the State Museum Collection Center. The Board was reminded to send any information on peer review to Chairman Coons for distribution with the next meeting packet.

Adjournment:

Motion to adjourn was made by John Cain, seconded by Jack Schoonver; meeting adjourned at 10:50 a.m.



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

CHAIRPERSON

C. William Coons, CFE
Department of Professional
Regulation

VICE-CHAIRPERSON

Michael J. Moody, CISA
Office of the Comptroller

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Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: C. William Coons, CFE
Chairman

DATE: July 18, 1997

RE: August Meeting

The next meeting of the State Internal Audit Advisory Board will be held on August 12, 1997, at 9:30 A.M. at the State Museum Collection Center. The Center is located on 10 1/2 Street in Springfield (entrance is located between Laurel and Ash just east of 9th Street).

The Agenda for the August meeting is attached. The minutes of the June meeting are also attached for your review and comment.

If you have any questions regarding this meeting or if you cannot attend, please call me at 217/785-2188 - or - E-mail me or my secretary (Coons, Bill or Schadow, Mary Ann) on the State of Illinois cc:mail system.

CWC:mas
Attachments

INTERNAL AUDIT ADVISORY BOARD MEETING

August 12, 1997

9:30 A.M.

*Location: Illinois State Museum Collection Center
10 1/2 Street - Springfield, Illinois*

A G E N D A

- Call to Order - 7:45
- Roll Call ✓
- Minutes
 - Approval of Prior Minutes: June 10, 1997 ✓
- Old Business ✓
 - Peer Review ✓
- New Business
 - FCIAA Changes ✓
- Announcements
- Schedule Next Meeting -
- Adjournment

MINUTES

STATE INTERNAL AUDIT ADVISORY BOARD MEETING

AUGUST 12, 1997

The regular meeting of the State Internal Audit Advisory Board was held on August 12, 1997, at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Bill Coons called the meeting to order at 9:45 A.M. Roll call was taken:

Present:

Bill Coons, Chairman - Professional Regulation
Brad Hammond - Natural Resources
Nancy Hilger - Commerce & Community Affairs
Jack Schoonover - Western Illinois University
John Cain - Office of the Secretary of State
Dick Traver - University of Illinois

Absent:

Mike Moody, Vice Chairman - Office of the Comptroller
Stan Brown - Office of the Treasurer
Jim Reid - Office of the Attorney General
Bob Schwarz - Central Management Services
Ben Zemaitis - Department of Revenue

Regular Meeting:

Chairman Coons asked if there were any corrections to the minutes of the June 1997 meeting. There were no corrections. A motion was made by Nancy Hilger and seconded by Dick Traver to approve the minutes; the minutes were unanimously approved.

Old Business:

- Peer Review - Secretary of State and Dept. of Natural Resources Peer Reviews are under way. Some others have been scheduled for early fall and should be confirmed to Brad Hammond by Friday, August 15. Brad has a new schedule which he will distribute. A discussion relating to Peer Review followed.

Mark Krell will be scheduling a meeting of Audit Managers in the fall, and the subject of Peer Review may be on the Agenda.

- FCIAA - Bill Sery has issued a letter to various entities requesting a meeting related to proposed changes and asked for involvement.

New Business:

- Training - Springfield Chapter of the IIA has made an offer to host a State and Local Government Conference in Springfield next year. It is being held in Washington, D.C. this year. Mike Moody is working on it.
- The Board is going to be doing a survey of the Audit Managers. A draft will be presented by Jack Schoonover before it is distributed.
- Trying to update Audit Managers list. Current E-mail addresses will be requested.
- Need to find out everyone's feelings on Peer Review and any other issues that they think the Board should look at.
- Be thinking of what types of issues you would want to discuss with Audit Managers in addition to Peer Review and Year-2000.

Next Meeting:

The next scheduled meeting will be held September 9, 1997, at 9:30 A.M. at the Illinois State Museum Collection Center, Springfield, Illinois.

Adjournment:

A motion to adjourn was made by Jack Schoonover, seconded by John Cain; the meeting was adjourned at 10:30 A.M.



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

CHAIRPERSON

C. William Coons, CFE
Department of Professional
Regulation

VICE-CHAIRPERSON

Michael J. Moody, CISA
Office of the Comptroller

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Community Affairs

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John F. Schoonover, CPA
Western Illinois University

Robert Schwarz
Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: C. William Coons, CFE
Chairman

DATE: August 26, 1997

RE: September Meeting

The next meeting of the State Internal Audit Advisory Board will be held on September 9, 1997, at 9:30 A.M. at the State Museum Collection Center. The Center is located on 10 1/2 Street in Springfield (entrance is located between Laurel and Ash just east of 9th Street).

The Agenda for the September meeting is attached. The minutes of the August meeting are also attached for your review and comment.

If you have any questions regarding this meeting or if you cannot attend, please call me at 217/785-2188 - or - E-mail me or my secretary (Coons, Bill or Schadow, Mary Ann) on the State of Illinois cc:mail system.

CWC:mas
Attachments

INTERNAL AUDIT ADVISORY BOARD MEETING

September 9, 1997
9:30 A.M.

Location: Illinois State Museum Collection Center
10 1/2 Street - Springfield, Illinois

A G E N D A

- Call to Order 9:30
- Roll Call
- Minutes
 - Approval of Prior Minutes: August 12, 1997 ✓
- Old Business
 - Peer Review - Hammond
- New Business
 - State's local gov't conference - Springfield - Moody
 - Oct. 1998
 - FCIAA - Coons ✓
 - Survey - Schoonover
- Announcements →
- Schedule Next Meeting OCT
- Adjournment

BILL
STAN
BEN
MIKE
BOB
NANCY
JIM
JACK
MARK
KAPLAN
Absent
Trower
Hammond
CAIN

MINUTES

STATE INTERNAL AUDIT ADVISORY BOARD MEETING

SEPTEMBER 9, 1997

The regular meeting of the State Internal Audit Advisory Board was held on September 9, 1997, at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Bill Coons called the meeting to order at 9:30 A.M. Roll call was taken:

Members Present:

Bill Coons, Chairman - Professional Regulation
Mike Moody, Vice Chairman - Office of the Comptroller
Stan Brown - Office of the Treasurer
Nancy Hilger - Commerce & Community Affairs
Jim Reid - Office of the Attorney General
Jack Schoonover - Western Illinois University
Bob Schwarz - Central Management Services
Ben Zemaitis - Department of Revenue

Guest:

Mark Krell - Department of Corrections

Absent:

Brad Hammond - Natural Resources
John Cain - Office of the Secretary of State
Dick Traver - University of Illinois

Regular Meeting:

Chairman Coons asked if there were any corrections to the minutes of the August 1997 meeting. There were no corrections. A motion was made by Jack Schoonover and seconded by Nancy Hilger to approve the minutes; the minutes were unanimously approved.

Old Business:

- Peer Review - The new Peer Review Schedule was distributed.

A discussion was held regarding Peer Review. Audit Manager surveys prepared by Brad Hammond and Jack Schoonover were distributed and discussed. Jack Schoonover will make the changes and resubmit.

Several points were brought up; should it be the Audit Manager's responsibility to have the Peer Review scheduled in their own agency? Peer Review is mandated by Statute. It was suggested that an explanation of the requirements be included in any survey that is sent out.

- Mike Moody gave an update on the State and Local Government Conference which the IIA is hoping to host here in Springfield next year (October).

New Business:

- FCIAA - Bill Sery is contacting various agencies, but we have not heard anything else.

Announcements:

- CMS is planning a Security Conference in November similar to what was held at the Convention Center; primary emphasis is Telecommunications.

Next Meeting:

The next scheduled meeting will be held October 14, 1997, at 9:30 A.M. at the Illinois State Museum Collection Center, Springfield, Illinois.

Adjournment:

A motion to adjourn was made by Bob Schwarz, seconded by Jack Schoonover; the meeting was adjourned at 10:45 A.M.



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

CHAIRPERSON

C. William Coons, CFE
Department of Professional
Regulation

VICE-CHAIRPERSON

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Western Illinois University

Robert Schwarz
Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: *C. William Coons*
C. William Coons, CFE
Chairman

DATE: October 6, 1997

RE: Meeting Cancellation

The October meeting of the State Internal Audit Advisory Board has been cancelled. You will be notified when the next meeting date has been determined.

The minutes of the September meeting are attached for your review and comment.

CWC:mas
Attachment



State of Illinois
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

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Department of Professional
Regulation

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Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: *C. William Coons*
C. William Coons, CFE
Chairman

DATE: October 29, 1997

RE: Next Meeting

There will be no meeting in November of the State Internal Audit Advisory Board. However, there will definitely be a December meeting (currently scheduled for December 9). That meeting may run a little longer than usual.

An additional reminder will be sent regarding the December meeting.

CWC:mas

INTERNAL AUDIT ADVISORY BOARD MEETING

December 9, 1997
9:30 A.M.

Location: Illinois State Museum Collection Center
10 1/2 Street - Springfield, Illinois

A G E N D A

- Call to Order
- Roll Call
- Minutes
 - Approval of Prior Minutes: ^{Sept 9} ~~August 12~~, 1997 ✓
- Old Business
 - Bill Sery - FCIAA ✓
 - Peer Review - Hammond ✓

8 scheduled
6 completed

(TREASURER
&
CDB
pending)
- New Business
 - Survey - Coons ✓
 - Training for Peer Review ✓
- Announcements ✓
- Schedule Next Meeting ✓
- Adjournment

MINUTES - (REVISED)

STATE INTERNAL AUDIT ADVISORY BOARD MEETING

DECEMBER 16, 1997

The regular meeting of the State Internal Audit Advisory Board was held on December 16, 1997, at the Illinois State Museum Collection Center, Springfield, Illinois. Chairman Bill Coons called the meeting to order at 9:30 A.M. Roll call was taken:

Members Present:

Bill Coons, Chairman - Professional Regulation
Mike Moody, Vice Chairman - Office of the Comptroller
John Cain - Office of the Secretary of State
Brad Hammond - Natural Resources
Jim Reid - Office of the Attorney General
Jack Schoonover - Western Illinois University
Bob Schwarz - Central Management Services
Dick Traver - University of Illinois
Ben Zemaitis - Department of Revenue

Absent:

Stan Brown - Office of the Treasurer
Nancy Hilger - Commerce & Community Affairs

Regular Meeting:

Chairman Coons asked if there were any corrections to the minutes of the September 1997 meeting. There were no corrections. A motion was made by Jack Schoonover and seconded by Ben Zemaitis to approve the minutes; the minutes were unanimously approved.

Old Business:

- FCIAA - Bill Sery was scheduled to attend our meeting, but was not available. We do not foresee any changes to be made to FCIAA for the coming year.
- Peer Review - Per Brad Hammond, eight were scheduled for the year. Six will be completed. Sharon Stapleton and Brad were scheduled to do the

Treasurer's Office. It got postponed twice. John Cain was scheduled to do CDB, but he has been ill.

If we have 45 Peer Reviews to do, we will have to do nine per year in order to do it in a five-year cycle.

If questions come up during a Peer Review, is Brad supposed to answer them? Brad tells them to document what they have found.

If we could schedule some Peer Review Training, it would be helpful.

New Business:

- Survey

The Board discussed the results of the survey.

A discussion was held regarding several aspects of problems associated with the Peer Review program:

- participation and support of the program by various internal audit shops;
- delays or unavailability of people;
- lack of enforcement authority;
- overall statutory responsibility of the SIAAB regarding peer review program, and
- role of the peer review program in meeting Quality Assurance standard.

Conclusions reached included:

- SIAAB has a statutory mandate to "coordinate" a peer review program rather than to require it;
- Internal Audit Managers have a responsibility to adhere to the Standards for Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors, which include quality assurance standard;

Treasurer's Office. It got postponed twice. John Cain was scheduled to do CDB, but he has been ill.

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New Business:

- Survey

The Board discussed the results of the survey, and a large part of the discussion related to "Peer Review" of Internal Audit entities.

The discussion also related to the quality assurance issue of the IIA standards and how the Board should/may address the issues.

Questions/discussions about the review of Internal Audit entities by the Auditor General were raised.

After discussion relating to peer review, Ben Zemaitis made a motion that we poll agencies to see if they want to be a participant. If they do not want to participate, then it would be up to them to provide their own review. Dick Traver seconded the motion. Motion passed.

Brad Hammond will prepare a letter to the Chief Internal Auditors relating to Ben's motion and have the Board review prior to sending out. The results will be discussed at the next meeting.

- Uniform Job Descriptions - they are going to have to be more specific. Bob Schwarz will send Option 8C to Bill which we will attach to the minutes. (See Attachment)

We feel the PSA series for Internal Auditors is having a problem. A discussion was held.

- the peer review program is not the only way to satisfactorily meet the quality assurance standard requirements; although "qualified" external reviews are expected.

After the discussion, Ben Zemaitis made a motion that the Board's peer review program be limited to those Agencies which want to participate in it voluntarily. Agencies wishing to participate in the peer review program will be expected to commit members of their staff to assist in the peer review process. State agencies not participating in the program will be responsible for taking other actions to comply with the quality assurance standard; the Agency head will be notified by the Board if the Chief Internal Auditor opts not to participate in the program. Dick Traver seconded the motion. Motion was passed unanimously.

Brad Hammond agreed to contact all agencies to find out who wants to participate in the program. Survey results are to be reported during the January 1998 SIAAB meeting.

- Uniform Job Descriptions - they are going to have to be more specific. Bob Schwarz will send Option 8C to Bill which we will attach to the minutes. (See Attachment)
- Training for Peer Review - Hold until we see the letter. Dick Traver mentioned that they are in the process of developing something that could be put on the internet. He has Version II of the Control Assessment Tool (a survey software package); there is an internet version and a stand-alone version. He will bring the stand-alone version to demo at the next meeting on January 13. Should we invite State Internal Audit Managers to attend? It was decided we would.

Announcements:

- Parking - If we have 15 or more people attending our meeting, we are supposed to park somewhere else. We will get the requirements for parking from Brad Hammond. (See Attachment)

State Internal Audit Advisory Board

Minutes - December 16, 1997

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Next Meeting:

The next scheduled meeting will be held January 13, 1998, at 9:30 A.M. in the Special Programs Room at the Illinois State Museum Collection Center, Springfield, Illinois. This room is located close to the lobby at the front entrance to the building (inquire at the desk just inside the door).

Adjournment:

A motion to adjourn was made by Bob Schwarz, seconded by Ben Zemaitis; the meeting was adjourned at 10:40 A.M.

CWC:mas

Attachments

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Minutes - December 16, 1997
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NEED
TO EXPAND
TO SHOW
REASON
RESOLUTION

NEED TO
REWORK
TAKE

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CWC:mas
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Public Service Administrator

Spanish Speaking

Suboptions

S8A	8A Illinois Architect License (001-)
S8B	8B Illinois Boiler Inspector License
S8C	8C Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)
S8D	8D FCC License
S8E	8E Illinois Engineer (Professional) (062)
S8F	8F FAA Medical Certificate / First Class
S8G	8G Clinical Professional Counselor
S8H	8H Illinois Environmental Health Practitioner (183)
S8I	8I Illinois Engineering Intern Certificate
S8J	8J Registered American Dietetic Associate
S8K	8K Illinois Licensed Psychologist (071) 2-0458
S8L	8L Illinois Law License (061 or 062) 2-2035
S8M	8M Illinois Mine Inspector / License Coal and Metal
S8N	8N Illinois Registered Nurse License (041-)
S8O	8O Illinois Occupational Therapist License
S8P	8P Illinois Pharmacist License
S8Q	8Q Arson Investigation Approved Training Course
S8R	8R Religious Ordination by Recognized Commission
S8S	8S Illinois Social Worker / Clinical Social Worker (150- or 149-)
S8T	8T Illinois Teaching Certificate type 75 General Administrative
S8U	8U Illinois Physical Therapist License
S8V	8V Audiologist License (147-)
S8W	8W Illinois Speech-Language Pathologist License (146-)
S8X	8X Illinois Blaster Certificate
S8Y	8Y Illinois Plumbing License (058-)
S8Z	8Z Special Meteorologist Training

*3-1-97 revised scale to add suboptions

*6-1-97 revised scale to change and add suboptions

8C CPA and CIA added 5-1-97

8G Clinical Professional Counselor added 5-28-97

8A Illinois Architect License added 6-1-97

8V Illinois Audiologist License changed from 8A 6-1-97

ILLINOIS STATE MUSEUM RESEARCH AND COLLECTIONS CENTER GUIDELINES FOR MEETING PLANNERS/PARTICIPANTS

Scheduling

Please contact Beckie Dyer, Administrative Assistant at 782-7475, during normal business hours between 8:30 am and 5:00 pm on weekdays.

Parking

For groups of 15 or more, please park in the north side CMS lot. A map will be sent to you by your meeting planner.

Where to Enter/Exit

Enter and exit through the west doors that lead to the lobby. This is the main entrance and is used by staff and the public. All other exterior doors are kept locked for security purposes and should not be used for entrance or exit. The receptionist will direct you to your meeting location.

Smoking

Smoking is only permitted outside the main (west side) entrance of the building. Please do not open any other doors to go outside for smoking. The lobby door is the only exterior door that will not automatically lock when closed.

Security/Pest Control Management

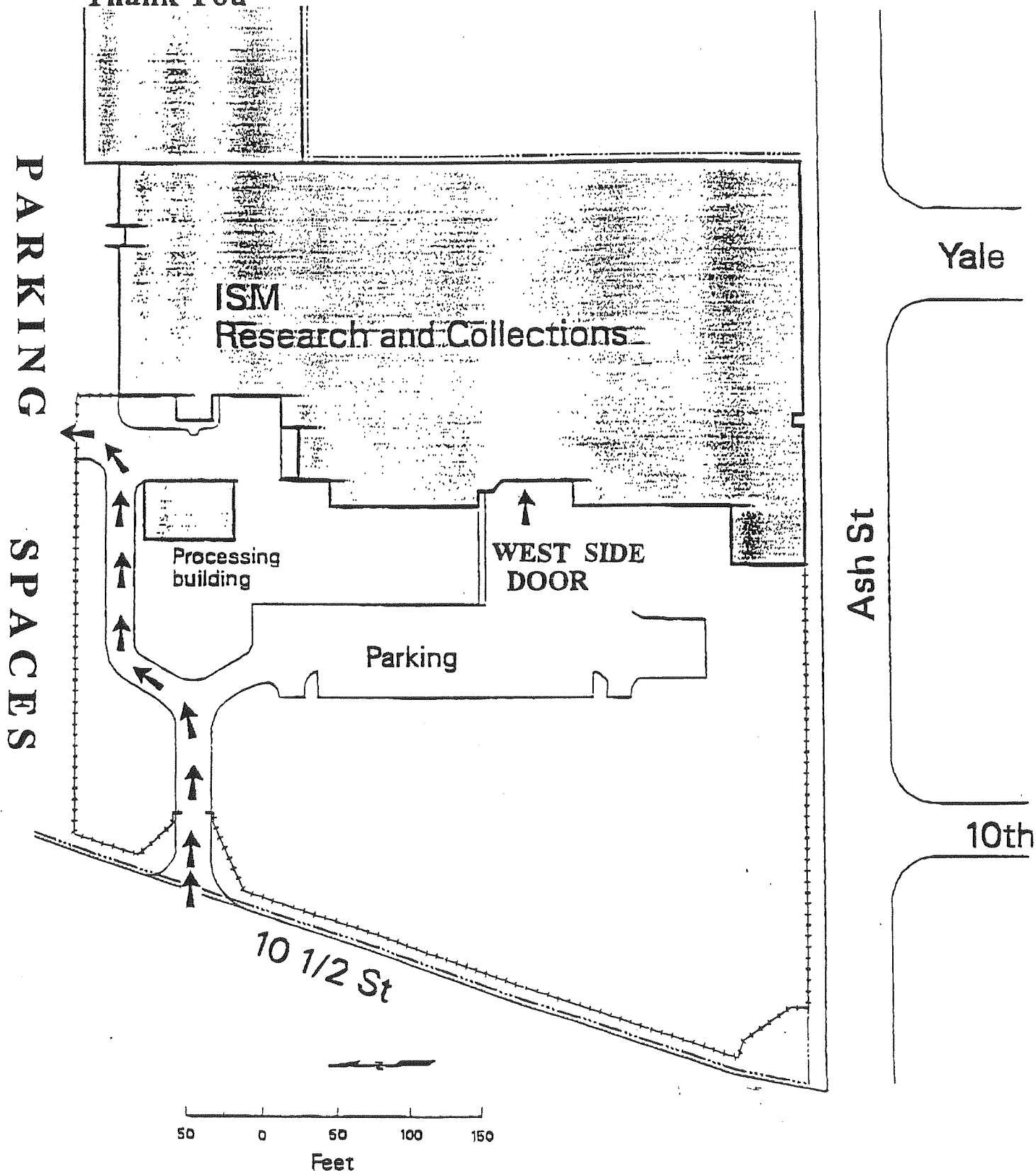
Because of building security and the integrated pest management program in the collections areas, all access/egress doors except for the main entrance remain closed and locked. Organic materials that might harbor insect pests should not be brought into the building. Security policies dictate that museum curators must accompany other departmental staff members and visitors in laboratories and collection ranges where collections are accessible.

Drinks/Snacks/Vending Machines

A coffee pot is available but please inform us when your meeting is scheduled if you will need it. Large groups should bring their own refreshments (soda, muffins, donuts, etc.) and we will make the kitchen available. DNR employees in small groups are welcome to use the RCC staff room where soda machines are available. Because of pest control measures, food should be consumed only in the staff and meeting rooms. It is not advisable for large groups to use the staff room because foot traffic through work areas is disruptive.

Enter The RCC Via The West Side Door:

Thank You





State of Ill.
INTERNAL AUDIT ADVISORY BOARD
320 W. Washington
Springfield, IL 62786

CHAIRPERSON

C. William Coons, CFE
Department of Professional
Regulation

VICE-CHAIRPERSON

Michael J. Moody, CISA
Office of the Comptroller

MEMBERS

Stan Brown
Office of the Treasurer

John L. Cain, CPA, CISA
Office of the Secretary of State

Bradley W. Hammond
Department of Natural Resources

Nancy Hilger, CPA
Department of Commerce and
Community Affairs

James S. Reid
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John F. Schoonover, CPA
Western Illinois University

Robert Schwarz
Department of Central Management
Services

Richard D. Traver, CPA, CISA, PhD
University of Illinois

Benedict R. Zemaitis, CIA, CPA
Department of Revenue

TO: Internal Audit Advisory Board Members

FROM: *C. William Coons*
Chairman

DATE: December 1, 1997

RE: December Meeting - Rescheduled

The December meeting of the State Internal Audit Advisory Board has been rescheduled, and will now be held on December 16, 1997, at 9:30 A.M. at the State Museum Collection Center. The Center is located on 10 1/2 Street in Springfield (entrance is located between Laurel and Ash just east of 9th Street).

If you have any questions regarding this meeting or if you cannot attend, please call me at 217/785-2188 - or - E-mail me or my secretary (Coons, Bill or Schadow, Mary Ann) on the State of Illinois cc:mail system.

CWC:mas



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TO: Internal Audit Advisory Board Members

FROM: *Bill*
C. William Coons, CFE
Chairman

DATE: November 13, 1997

RE: December Meeting

The next meeting of the State Internal Audit Advisory Board will be held on December 9, 1997, at 9:30 A.M. at the State Museum Collection Center. The Center is located on 10 1/2 Street in Springfield (entrance is located between Laurel and Ash just east of 9th Street).

The Agenda for the December meeting is attached. A copy of the minutes from our last meeting (September) is also attached for your review and comment.

If you have any questions regarding this meeting or if you cannot attend, please call me at 217/785-2188 - or - E-mail me or my secretary (Coons, Bill or Schadow, Mary Ann) on the State of Illinois cc:mail system.

CWC:mas
Attachments