

# STATE OF ILLINOIS INTERNAL AUDIT ADVISORY BOARD

Web Address: SIAAB.AUDITS.UILLINOIS.EDU

## MINUTES

### **Board Meeting January 9, 2008**

#### **Call to Order**

The regular meeting of the State Internal Audit Advisory Board (SIAAB) was held on January 9, 2008 at the Capital City Center, Springfield, Illinois, Room 104 with video conferencing available at the JRTC, Chicago, Illinois, Room 9035. Chair Lesslie D. Morgan called the meeting to order at 10:06 a.m. Per Ms. Morgan's request, Denise Behl, Financial/Compliance Internal Auditor at the Office of the Attorney General attended and recorded the minutes.

#### **Roll Call**

##### **Members Present**

- Lesslie D. Morgan, Chair - Office of the Attorney General (In Person/CMS Video Conference Room #104 Capital City Center, Springfield)
- Rusti Cummings, Vice-Chair - Office of the Comptroller (In Person/CMS Video Conference Room #104 Capital City Center, Springfield)
- Barbara Ringler - Office of the Treasurer (In Person/CMS Video Conference Room #104 Capital City Center, Springfield)
- Carol Kraus - Governor's Office of Internal Audit (In Person/CMS Video Conference Room #104 Capital City Center, Springfield)
- Nancy Bowyer - Office of the Secretary of State (In Person/CMS Video Conference Room 9035, JRTC, Chicago)

##### **Members Absent**

- None

##### **Guests**

- Denise Behl - Office of the Attorney General (In Person/CMS Video Conference Room #104 Capital City Center, Springfield)

## Minutes

The minutes of the December 13, 2007 board meeting were reviewed by all present. A motion to approve the minutes, as amended by the Board, was made by Ms. Kraus and seconded by Ms. Cummings, and motion carried.

## Reports/Updates

### *CPE Coordinator - Online Peer Review Training Update*

Ms. Morgan stated that no new requests to take the online training course had been received since the last month's meeting. Ms. Morgan stated that the one outstanding individual from the University of Illinois has not yet completed the exam.

### *Board Committees - Quality Assessment Reviews Updates*

Executive Committee - Ms. Morgan stated that the Peer Review Program page on the Board's website contained outdated information and needed updated. Specifically, it was addressed:

- The Peer Review Process (updated 12/3/04) needs updated.
- The University of Illinois Self-Assessment with External Validation Process (presented 12/3/04) needs to be removed.
- The Performance Committee's Quality Assurance Review Procedures will need updated with the new officer information.
- The Request to SIAAB for Peer Review Team Approval will need updated with the new officer information.
- The On-line Peer Review Training Program may need to change after the proposed Standard changes are finalized.
- The Internal Audit Quality Assurance Review Program and Audit Requirements Matrix may need to change after the proposed Standard changes are finalized.

Ms. Morgan stated that after the Standards changes are finalized and become effective, the agencies that have not yet completed their Peer Review process for this cycle should be allowed to use the Standards that were in place during the period being reviewed.

Ms. Morgan stated that the Board's Quality Assurance Frequently Asked Questions contained outdated information and needed updated. The Board reviewed the questions and answers and provided appropriate language changes. A motion to accept the Quality Assurance Frequently Asked Questions as modified was made by Ms. Kraus and seconded by Ms. Ringler, and motion carried.

Ms. Morgan stated that the IIA Exposure Draft for Standards changes has been released. The Board reviewed the Exposure Draft and discussed significant changes. It was noted that the IIA will be accepting comments on the Exposure Draft through March 31, 2008.

Performance Committee - Ms. Cummings stated that State Universities Retirement Systems (SURS) has completed their internal review and is ready for Ms. Stacey Smith to perform the subsequent review. Ms. Cummings stated that a comment was raised by SURS on a Standard Reference for the Summary of External Assessment & Independent Validation Subsequent Review Template. After discussion by the Board, it was determined that Performance Standard 2430 will be added to Reference.

Ms. Cummings stated that no requests have been received from Illinois Toll Highway since the previous inquiry regarding the Peer Review process.

Ms. Cummings stated that she has not received any additional information from IHDA since last monthly meeting.

Ms. Cummings stated that no update was applicable for WIU and NIU as they had previously been forwarded to the Executive Committee. Ms. Morgan stated that both were officially released by the Executive Committee on December 21, 2007.

Ms. Cummings also stated that the Secretary of State's external review had been submitted to the Performance Committee for review. Ms. Cummings stated that she will need to discuss the Performance Committee review results with Ms. Bowyer in the near future. The Board agreed that the report must be signed by the external validator, however an email was sufficient for the lack of signatures on the workpapers.

## **Old Business**

### ***University Appointment***

Ms. Kraus stated that she recently followed up with management however was still awaiting approval from the Governor's office on the appointment

### ***GAO - Government Auditing Standards Revision***

The Board tabled the discussion on the GAO - Governmental Auditing Standards revisions until the next monthly Board meeting pending the member's review of the January 15, 2008 IIA E-Learning session on Integrating IIA and GAO Internal Auditing Standards.

### ***Fiscal Control and Internal Auditing Act***

The Board tabled the discussion on the Fiscal Control and Internal Auditing Act until the next monthly Board meeting due to the large volume of items discussed during the Executive Committee update.

## **New Business**

### ***Officer Nominations***

Ms. Morgan opened the floor for officer nominations. Ms. Ringler nominated Ms. Cummings for the position of Chair and Ms. Kraus for the position of Vice Chair. No additional nominations were presented. A motion to close the nominations was made by Ms. Ringler and seconded by Ms. Bowyer, and motion carried. The election will be held during the next regularly scheduled Board meeting.

## **Announcements**

The next regular meeting will be February 13, 2008 - 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, the JRTC Room 9035 has been reserved.

## **Adjournment**

A motion to adjourn the Regular Session was made by Ms. Ringler and seconded by Ms. Cummings. Motion passed at 11:52 a.m.

## **Board Committee Meetings**

Performance Committee - None.  
Executive Committee - None.