
REPORT DIGEST
HUMAN RIGHTS
COMMISSION

COMPLIANCE
ATTESTATION
EXAMINATION

For the Two Years Ended:
June 30, 2009

Summary of Findings:

Total this examination: 9
Total last examination : 9
Repeated from last
examination: 7

Release Date:
May 25, 2010



State of Illinois
Office of the Auditor General
WILLIAM G. HOLLAND
AUDITOR GENERAL

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SYNOPSIS

- The Commission did not comply with the Fiscal Control and Internal Auditing Act.
- The Commission did not timely publish its decisions.
- The Commission was not in compliance with the Labor and Employment Administrative Code.

{Expenditures and Activity Measures are summarized on the reverse page.}

HUMAN RIGHTS COMMISSION
COMPLIANCE ATTESTATION EXAMINATION
For The Two Years Ended June 30, 2009

EXPENDITURE STATISTICS	FY 2009	FY 2008	FY 2007
• Total Expenditures (All Funds)	\$1,960,517	\$1,552,352	\$1,351,471
<u>OPERATIONS TOTAL</u>	\$1,960,517	\$1,552,352	\$1,351,471
% of Total Expenditures	100%	100%	100%
Personal Services	\$1,355,556	\$1,096,842	\$1,010,082
% of Operations Expenditures.....	69.1%	70.7%	74.7%
Average No. of Employees.....	21	18	18
Other Payroll Costs (FICA, Retirement)	\$384,824	\$261,634	\$191,205
% of Operations Expenditures.....	19.6%	16.9%	14.2%
Contractual Services.....	\$141,261	\$135,574	\$89,609
% of Operations Expenditures.....	7.2%	8.7%	6.6%
All Other Items.....	\$78,876	\$58,302	\$60,575
% of Operations Expenditures.....	4.1%	3.7%	4.5%
<u>GRANTS TOTAL</u>	-	-	-
% of Total Expenditures	-	-	-
• Cost of Property and Equipment	\$224,554	\$219,742	\$276,527

SELECTED ACTIVITY MEASURES (Not Examined)	FY 2009	FY 2008	FY 2007
• Average Number of Administrative Law Judges at Year End.....	7	7	7
• Average Administrative Judge Caseload	154	168	136
• Total Complaints Filed or on File	1,441	1,537	1,195
• Cases Completed.....	360	362	245
• Open Cases at Fiscal Year End	1,081	1,175	950

EXECUTIVE DIRECTOR
During Examination Period: Mr. N. Keith Chambers
Currently: Mr. N. Keith Chambers

**FINDINGS, CONCLUSIONS, AND
RECOMMENDATIONS**

**NONCOMPLIANCE WITH THE FISCAL CONTROL
AND INTERNAL AUDITING ACT**

**Evaluations of internal
controls not performed
timely**

The Commission did not perform an evaluation of its internal fiscal and administrative controls during Fiscal Year 2009. However, the Commission prepared and submitted a Fiscal Control and Internal Auditing Act (FCIAA) certification for Fiscal Year 2009 to the Office of the Auditor General. In addition, the Commission did not timely file its FCIAA certification for Fiscal Year 2008. The FCIAA certification was due on May 1, 2008 but was not filed until June 5, 2008, which is 36 days late.

We recommended the Commission perform timely evaluations of its systems of internal fiscal and administrative controls and timely file annual certifications regarding the evaluation with the Auditor General by May 1st of each year as required by the FCIAA. (Finding 1, pages 9-10)

**Commission partially agreed
with auditors**

Commission officials partially agreed with the finding, citing the Commission's monthly en banc meetings report as their evaluation of internal fiscal and administrative controls.

Auditor's comment

In an auditor's comment, we noted the Commission is required to conduct an evaluation of their systems of internal fiscal and administrative controls. However, general discussion regarding Commission operations does not constitute an evaluation of the Commission's systems of internal fiscal and administrative controls.

UNTIMELY PUBLICATIONS OF DECISIONS

**48% of the Commission
decisions tested were not
published timely**

The Commission failed to publish its decisions in a timely manner. We noted 12 of 25 (48%) decisions tested were not posted on the Commission's website within 120 calendar days of the disposal date. In addition, we were unable to determine if the Commission made the decisions available in their library timely because no record is

maintained detailing when decisions were filed and made available.

We recommended the Commission publish all of its decisions within 120 days as required by statute. Furthermore, the Commission should keep a log of their library to ensure compliance with the Illinois Human Rights Act. (Finding 2, pages 11-12)

Commission partially agreed with auditors

Commission officials partially agreed with the finding, citing staff vacancies and a lack of scanning equipment as barriers to compliance with the requirement for portions of the examination period and asserting compliance since December 2008.

Auditor's comment

In an auditor's comment, we affirm this statutory requirement was effective for the duration of the examination period.

NONCOMPLIANCE WITH THE LABOR AND EMPLOYMENT ADMINISTRATIVE CODE

Notices served to parties 2 to 45 days late

The Commission did not comply with the Labor and Employment Administrative Code. We reviewed 29 cases, noting 18 (62%) cases in which the Commission did not serve all parties within five days of the complaint being filed. The notices were 2 to 45 days late.

We recommended the Commission serve all parties within the five days as required by the Administrative Code. (Finding 3, page 13)

Commission agreed with the auditors

Commission officials agreed with our recommendation.

OTHER FINDINGS

The remaining findings are reportedly being given attention by the Commission. We will review the Commission's progress toward implementation of our recommendations in our next examination.

AUDITORS' OPINION

We conducted a compliance examination of the Illinois Human Rights Commission as required by the Illinois State Auditing Act. We have not audited any financial statements of the Illinois Human Rights Commission for the purpose of expressing an opinion because the Illinois Human Rights Commission does not, nor is it required to, prepare financial statements.

WILLIAM G. HOLLAND, Auditor General

WGH:CD:pp

AUDITORS ASSIGNED

This examination was conducted by staff of the Office of the Auditor General.