

**STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2015

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2015

TABLE OF CONTENTS

		<u>Page(s)</u>
Commission Officials		1
Management Assertion Letter		2
Compliance Report:		
Summary		4
Independent Accountant’s Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes		6
Schedule of Findings		
Current Findings – State Compliance		9
Prior Findings Not Repeated		21
Supplementary Information for State Compliance Purposes:		
Summary		23
Fiscal Schedules and Analysis		
Schedule of Appropriations, Expenditures and Lapsed Balances Fiscal Year 2015	1	24
Schedule of Appropriations, Expenditures and Lapsed Balances Fiscal Year 2014	2	25
Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances	3	26
Schedule of Changes in State Property	4	28
Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller	5	29
Analysis of Significant Variations in Expenditures	6	30
Analysis of Significant Variations in Receipts	7	32
Analysis of Significant Lapse Period Spending	8	33
Analysis of Operations (Not Examined)		
Agency Functions and Planning Program (Not Examined)		34
Average Number of Employees (Not Examined)		36
Service Efforts and Accomplishments (Not Examined)		37

COMMISSION OFFICIALS

HUMAN RIGHTS COMMISSION

Director	Mr. N. Keith Chambers
Chief Fiscal Officer	Dr. Ewa I. Ewa
General Counsel	Ms. Donyelle Gray

Commissioners:

- Rose Mary Bombela-Tobias (Chair)
- Duke Alden
- Mike Bigger
- Robert A. Cantone
- Hamilton Chang
- Terry Cosgrove
- Nabi Fakroddin
- Lauren Beth Gash
- Hermene Hartman
- Steven Kim
- Diane Viverito
- Patricia Bakalis Yadgir

Human Rights Commission offices are located at:

James R. Thompson Center
100 West Randolph Street, Suite 5-100
Chicago, IL 60601

William G. Stratton Office Building
Room 802
Springfield, IL 62706



STATE OF ILLINOIS Human Rights Commission

Bruce Rauner
Governor

December 16, 2015

Commissioners

Rose Mary Bombela-Tobias
Chair

Duke Alden

Robert A. Cantone

Hamilton Chang

Terry Cosgrove

Nabi R. Fakroddin, P.E., S.E.

Lauren Beth Gash

Hermene Hartman

Steve Kim

Diane M. Viverito

David J. Walsh

Patricia Bakalis Yadgir

N. Keith Chambers
Executive Director

Honorable William G. Holland
Auditor General
740 East Ash Street
Springfield, IL 62703

Auditor General Holland:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Illinois Human Rights Commission (Commission). We are responsible for and we have established and maintained an effective system of internal controls over compliance requirements. We have performed an evaluation of the Commission's compliance with the following assertions during the two-year period ended June 30, 2015. Based on this evaluation, we assert that during the years ended June 30, 2014 and June 30, 2015, the Commission has materially complied with the assertions below.

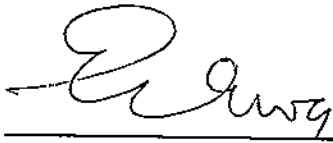
- A. The Commission has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Commission has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

Yours truly,

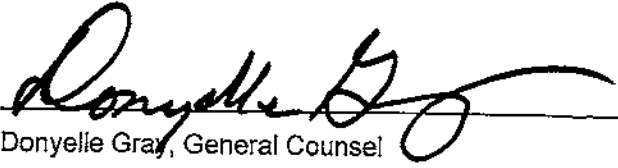
Illinois Human Rights Commission

A handwritten signature in black ink, appearing to read "N. Keith Chambers".

N. Keith Chambers, Executive Director



Dr. Ewa I. Ewa, Chief Fiscal Officer



Donyelle Gray, General Counsel

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2015

COMPLIANCE REPORT

SUMMARY

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

ACCOUNTANT'S REPORT

The Independent Accountant's Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>Current</u> <u>Report</u>	<u>Prior</u> <u>Report</u>
Findings	7	7
Repeated findings	3	2
Prior recommendations implemented or not repeated	4	2

SCHEDULE OF FINDINGS

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)			
2015-001	9	Decisions were not published	Significant Deficiency and Noncompliance
2015-002	10	Inadequate controls over State property and reporting	Significant Deficiency and Noncompliance
2015-003	11	Inadequate controls over system access and segregation of duties	Significant Deficiency and Noncompliance
2015-004	13	Weakness regarding the security and control of confidential information	Significant Deficiency and Noncompliance
2015-005	15	Inadequate controls over contractual services	Significant Deficiency and Noncompliance

2015-006	17	Voucher processing	Significant Deficiency and Noncompliance
2015-007	19	Failure to comply with the Illinois Human Rights Act	Significant Deficiency and Noncompliance

PRIOR FINDINGS NOT REPEATED

A	21	Failure to comply with the Illinois Torture Inquiry and Relief Commission Act
B	21	Failure to comply with interagency agreement
C	21	Failure to document reconciliation of appropriation and expenditure records
D	22	Failure to implement the Identity Protection Act

EXIT CONFERENCE

The Illinois Human Rights Commission waived an exit conference in correspondence dated December 14, 2015. The responses to the recommendations appearing in this report were provided by Dr. Ewa I. Ewa, Chief Fiscal Officer, in a letter dated December 14, 2015.

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OFFICE OF THE AUDITOR GENERAL
WILLIAM G. HOLLAND

INDEPENDENT ACCOUNTANT'S REPORT ON STATE COMPLIANCE,
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

We have examined the Illinois Human Rights Commission's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2015. The management of the Illinois Human Rights Commission is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Human Rights Commission's compliance based on our examination.

- A. The Illinois Human Rights Commission has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois Human Rights Commission has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois Human Rights Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. State revenues and receipts collected by the Illinois Human Rights Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the

Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the Illinois Human Rights Commission's compliance with those requirements listed in the first paragraph of this report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Illinois Human Rights Commission's compliance with specified requirements.

In our opinion, the Illinois Human Rights Commission complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2015. However, the results of our procedures disclosed instances of noncompliance with the requirements, which are required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which are described in the accompanying schedule of findings as items 2015-001 through 2015-007.

Internal Control

Management of the Illinois Human Rights Commission is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our examination, we considered the Illinois Human Rights Commission's internal control over compliance with the requirements listed in the first paragraph of this report to determine the examination procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the Illinois Human Rights Commission's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Illinois Human Rights Commission's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings as items 2015-001 through 2015-007, that we consider to be significant deficiencies.

As required by the Audit Guide, immaterial findings excluded from this report have been reported in a separate letter.

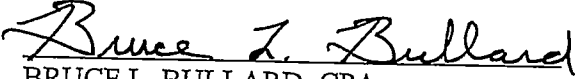
The Illinois Human Rights Commission's responses to the findings identified in our examination are described in the accompanying schedule of findings. We did not examine the Illinois Human Rights Commission's responses and, accordingly, we express no opinion on the responses.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information for the years ended June 30, 2015 and June 30, 2014 in Schedules 1 through 8 and the Analysis of Operations Section is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2015 and June 30, 2014 accompanying supplementary information in Schedules 1 through 8. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2013 accompanying supplementary information in Schedules 3 through 7 and in the Analysis of Operations Section, and accordingly, we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, the Illinois Human Rights Commission, and agency management and is not intended to be and should not be used by anyone other than these specified parties.


BRUCE L. BULLARD, CPA
Director of Financial and Compliance Audits

Springfield, IL
December 16, 2015

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

2015-001. **FINDING** (Decisions were not published)

The Illinois Human Rights Commission (Commission) did not publish its decisions as required.

We tested 40 decisions issued during the examination period and noted they were not published. We further noted no decisions were posted to the Commission's website during Fiscal Years 2014 and 2015.

The Illinois Human Rights Act (Act) (775 ILCS 5/8-110) requires decisions of the Commission or panels thereof, whether on requests for review or complaints, be published within 120 calendar days of the completion of service of the written decision on the parties to ensure a consistent source of precedent.

Commission officials stated, during the prior and current engagements, decisions were not posted due to a vacancy in the position of Deputy General Counsel, whose duty it is to post the decisions, and unavailable administrative support staff.

Decisions should be published timely to comply with the Act and to ensure a consistent source of precedent. (Finding Code No. 2015-001, 2013-002, 11-1, 09-2, 07-2)

RECOMMENDATION

We recommend the Commission comply with the Act and publish all of its decisions within 120 calendar days.

COMMISSION RESPONSE

The Commission agrees with this finding, which is the result of inadequate staffing.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

2015-002. **FINDING** (Inadequate controls over State property and reporting)

The Illinois Human Rights Commission (Commission) did not maintain adequate controls over recording and reporting of its State property.

During testing, we noted the following:

- Five of 40 (13%) equipment items selected for testing from the property listing, totaling \$947, were unable to be located.
- Three of 40 (8%) equipment items observed and selected for testing could not be traced to the Commission's property listing.
- Two of 40 (5%) equipment items selected for testing were not properly tagged.

The State Property Control Act (30 ILCS 605/4) requires the Commission to be accountable for the supervision, control and inventory of all items under its jurisdiction and control. The Illinois Administrative Code (44 Ill. Adm. Code 5010.210) requires agencies to mark each piece of State-owned equipment in their possession with a unique six digit identification number.

During the prior period, Commission officials stated property control issues were due to staff oversight when updating the property listing and computers were returned untagged after being sent for servicing. During the current period, Commission officials stated some of the items missing were sent to surplus and not removed from the property listing in error. In addition, the other issues noted were due to staff oversight.

Failure to exercise adequate control over equipment increases the likelihood of inaccurate property records and the potential for fraud and possible loss or theft of State property. (Finding Code No. 2015-002, 2013-005)

RECOMMENDATION

We recommend the Commission ensure property records are properly maintained and all State property is properly tagged and inventoried.

COMMISSION RESPONSE

The Commission partially agrees with this finding, which was the result of items not tagged by the Department of Central Management Services after completion of repairs.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

2015-003. **FINDING** (Inadequate controls over system access and segregation of duties)

The Illinois Human Rights Commission (Commission) did not have adequate controls over system access and had an inadequate segregation of duties. The Commission utilized the Bureau of Communications and Computer Services (BCCS) Common Systems Accounting Information System (AIS), Central Payroll System (CPS), and the Central Time and Attendance System (CTAS).

During testing we noted two employees had all levels of authority in AIS. Both employees could enter and modify voucher payment data, had override authority and also had agency head approval for vouchers sent to the Office of the Comptroller. In addition, one employee had all levels of authority in CPS and CTAS. The employee could enter salary and timekeeping data or changes, had agency head approval for vouchers and maintained the accounting records and the personnel files. In addition, the employee appeared to permit another employee to enter information in CPS either by signing in for them or sharing the user identifications and password. This employee also had agency head approval for vouchers.

The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires State agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls, which shall provide assurance that funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation. In addition, good business practices dictate the accounting, approval, and custody of records should be segregated.

Commission officials stated the lack of segregation was due to the Commission's small fiscal and administrative staff size and the division of operations between the Springfield and Chicago offices. They further stated back up is necessary in case of employee absences.

A lack of controls over access to accounting systems and an inadequate segregation of duties increases the likelihood that a loss from errors or irregularities could occur without being found in the normal course of employees' assigned duties. (Finding Code No. 2015-003)

RECOMMENDATION

We recommend the Commission segregate the duties of accounting, approval and custody of records as much as possible and ensure employees have appropriate levels of authority and signature approvals. In addition, the Commission should work with the Department of Central Management Services to ensure each authorized individual has an individual user identification and password for each applicable application.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

COMMISSION RESPONSE

The Commission partially agrees with the finding, which was the result of unavailability of staffing. It is a small agency with very limited resources.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

2015-004. **FINDING** (Weakness regarding the security and control of confidential information)

The Illinois Human Rights Commission (Commission) had not performed a risk assessment of its computing resources to identify confidential or personal information to ensure such information was protected from unauthorized disclosure.

During the review of the Commission, the following weaknesses were noted in regards to the security and control of confidential information. The Commission had not:

- Performed a risk assessment of the Commission's computer resources.
- Performed its due diligence to ensure Commission data was secure or properly disposed.
- Developed formalized breach of security procedures.

Commission officials stated they believed the responsibility over security of information residing on equipment and compliance with disposal requirements in the Data Security on State Computers Act (20 ILCS 450) was the responsibility of the Department of Central Management Services (Department). As such, the Commission had not performed its due diligence to ensure its data was sufficiently secure or properly disposed by the Department.

The Identity Protection Act (5 ILCS 179) and the Personal Information Protection Act (815 ILCS 530) promote the protection of confidential information from unauthorized disclosure.

The Commission has the responsibility to ensure that confidential information is protected from accidental or unauthorized disclosure. Effective controls help minimize the potential impact and costs resulting from identity thefts. (Finding Code No. 2015-004)

RECOMMENDATION

We recommend the Commission:

- Perform a comprehensive risk assessment to identify all forms of confidential or personal information and ensure adequate security controls, including adequate physical and logical access restrictions, have been established to safeguard data and resources.
- Perform its due diligence and review controls to ensure its data is sufficiently secure and properly disposed.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

- Develop policies and procedures to ensure timely compliance with the requirements outlined in the Personal Information Protection Act, in the event of a breach of confidential information.

COMMISSION RESPONSE

The Commission partially agrees with this finding, but it must be noted that we do not have separate IT staff for this purpose. The Department of Central Management Services is our lead agency.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

2015-005. **FINDING** (Inadequate controls over contractual services)

The Illinois Human Rights Commission (Commission) did not have adequate controls over contractual services.

During testing we noted the following:

- The Commission made prepayments to a vendor during Fiscal Years 2014 and 2015 but failed to state on the vouchers the expense was a prepayment and a formal, written contract was not available. In addition, the Commission did not require all goods or services to be delivered or received prior to the expiration of the lapse period. Specifically, in March 2014, the Commission paid a vendor \$999, an estimation of the services that would be received from February through June 2014. However, the voucher did not state the expense included a prepayment or that a formal, written contract was not available. The Commission continued to receive monthly services, and the vendor did not bill the Commission again until November for estimated charges from October 2014 through June 2015, totaling \$1,541. The State Finance Act (30 ILCS 105/9.05) requires, in the event a voucher is submitted for advance payment of goods or services, the voucher shall state on its face that the goods or services are being procured pursuant to a formal, written contract the terms of which require advance payment. If it is not possible to execute a written contract, the voucher shall so state. The voucher must also state that the contract requires the goods or services to be delivered or received prior to the expiration of the lapse period of the fiscal year to which the expenditures are charged.
- The Commission paid \$1,520 to a contractual employee in Fiscal Year 2014 and failed to deduct payroll taxes and other applicable deductions. The Commission entered into a personal services contract on behalf of the Torture Inquiry and Relief Commission. Section four of the contract contained a provision that required all applicable tax and other appropriate deductions to be taken from the gross amount. The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all State agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls, which shall provide assurance that obligations and costs are in compliance with applicable law.

Commission officials stated they were not aware the advance payment statement was required to be included and they were also not aware the balance of the account could not carry over. Commission officials also stated this was the first personal services contract the Commission had entered into and there was confusion regarding how to process the first two payments.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

Failure to include the appropriate language on prepayment vouchers and to require all goods or services to be delivered or received prior to the expiration of the lapse period is noncompliance with State law. Failure to deduct applicable tax and other appropriate deductions from contractual employee pay could subject the Commission to unpaid payroll taxes and penalties. (Finding Code No. 2015-005)

RECOMMENDATION

We recommend the Commission include the appropriate language specified in the State Finance Act on all prepayment vouchers and ensure all goods and services are delivered or received prior to the expiration of the lapse period. We also recommend the Commission ensure payments comply with contract requirements when applicable.

COMMISSION RESPONSE

The Commission partially agrees with this finding. However, the specific infraction dealt with a personal service contractor (Torture Inquiry and Relief Commission) for which no taxes were deducted.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

2015-006. **FINDING** (Voucher processing)

The Illinois Human Rights Commission (Commission) did not exercise adequate control over voucher processing.

During testing, we noted the following:

- The Commission charged a voucher, totaling \$1,754 to their printing appropriation; however, the expenditure for professional services should have been charged to the contractual services appropriation. Public Acts (98-0680) and (99-0001) designated the expenditure authority from which the Commission was authorized to expend its appropriation.
- During Fiscal Year 2015, the Commission did not accurately calculate court reporting fees. We noted five of seven (71%) court reporting fee vouchers tested, totaling \$5,254, lacked adequate support or were not calculated correctly. One voucher, totaling \$945 lacked support to substantiate the amount paid. For the remaining four vouchers, we calculated differences in the amount charged on the invoices ranging from a \$20 overpayment to a \$25 underpayment. The Fiscal Control and Internal Auditing Act (30 ILCS 10/3001) requires all agencies to establish and maintain a system, or systems, of internal fiscal and administrative controls, which shall provide assurance that funds, property, and other assets and resources are safeguarded against waste, loss, unauthorized use, and misappropriation.
- The Commission failed to obtain proper approvals for travel vouchers. Eleven of 14 (79%) travel vouchers tested for one employee, totaling \$3,308, were both certified and approved by the same individual, and did not have a supervisory approval. The Illinois Administrative Code (Code) (80 Ill. Adm. Code 2800.250) requires each travel voucher to first be approved by the individual's immediate supervisor and then approved by the Agency Head or a designated representative.

Commission officials stated they incorrectly charged the professional services voucher due to a coding error. Commission officials also stated the lack of adequate support and calculation errors were due to staff oversight. Further, Commission officials stated the lack of signatures for approval of travel vouchers was due to their small staff size.

Expending appropriated funds for costs other than those designated is a violation of the appropriations process and limits legislative control. In addition, mathematical inaccuracies and lack of proper approval of vouchers reduces the overall control over expenditures and increases the risk of errors and irregularities occurring and not being detected. (Finding Code No. 2015-006)

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

RECOMMENDATION

We recommend the Commission implement procedures to ensure expenditures are made from correct appropriation lines and are calculated correctly. In addition, we recommend the Commission ensure all travel vouchers are reviewed and approved as required.

COMMISSION RESPONSE

The Commission partially agrees with this finding, but it must be noted that we had a lump sum budget that did not require line item designation, but the Comptroller did the designation anyway.

AUDITOR'S COMMENT

The Commission received a lump sum appropriation in Fiscal Year 2014 and a line item appropriation in Fiscal Year 2015.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

2015-007. **FINDING** (Failure to comply with the Illinois Human Rights Act)

The Illinois Human Rights Commission (Commission) did not comply with provisions of the Illinois Human Rights Act (Act) in administering and documenting staff training.

During testing, we noted the following:

- The Commission's initial training program for hearing officers did not include the following required elements:
 - Lectures by specialists in substantive areas related to human rights;
 - Orientation to each operational unit of the Department of Human Rights and the Commission;
 - Observation of experienced hearing officers conducting hearings of cases, combined with the opportunity to discuss evidence presenting and rulings made; or
 - Computer skills, including but not limited to word processing and document management.
- The Commission did not provide a formal ongoing training program for its hearing officers as required by the Act.

The Act (775 ILCS 5/8-102 (D)) requires the Commission to implement a formal and unbiased training program for hearing officers, which shall include the following:

- (1) Substantive and procedural aspects of the hearing officer position;
- (2) Current issues in human rights law and practice;
- (3) Lectures by specialists in substantive areas related to human rights matters;
- (4) Orientation to each operational unit of the Department of Human Rights and the Commission;
- (5) Observation of experienced hearing officers conducting hearings of cases, combined with the opportunity to discuss evidence presented and rulings made;
- (6) The use of hypothetical cases requiring the hearing officer to issue judgments as a means to evaluating knowledge and writing ability;
- (7) Writing skills; and
- (8) Computer skills, including but not limited to word processing and document management.

During the prior period, Commission officials stated training was not provided due to oversight. During the current period, Commission officials stated, although they do not have a formal training program, the hearing officers comply with the State's requirements for continuing legal education every two years incorporating the Act's requirements in many of the courses.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF FINDINGS
For the Two Years Ended June 30, 2015

Failure to provide a formal training program with the required elements for hearing officers is noncompliance with the Act.

In addition, during the prior period, we noted the Commission did not provide training on sexual harassment prevention as a component of all ongoing training operations as required. During the current period, our sample testing showed the Commission provided sexual harassment training as required. (Finding Code No. 2015-007, 2013-006)

RECOMMENDATION

We recommend the Commission implement a formal documented training program in accordance with the Act.

COMMISSION RESPONSE

The Commission agrees with this finding and will comply with the recommendations.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
PRIOR FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2015

A. **FINDING** (Failure to comply with the Illinois Torture Inquiry and Relief Commission Act)

During the prior examination, the Illinois Torture Inquiry and Relief Commission (TIRC), operating within the Illinois Human Rights Commission (Commission), did not comply with provisions of the Illinois Torture Inquiry and Relief Commission Act (Act). More specifically, TIRC did not ensure that claimant files contained signed waivers of convicted persons' procedural safeguards and privileges or information substantiating the date the formal inquiry took place. Additionally, the claimant files did not contain evidence the victims were notified and explained the inquiry process and their rights throughout the investigations, evidence TIRC notified the victims following the conclusion of the TIRC decisions on the cases, or evidence TIRC notified the victims of their option to attend proceedings otherwise closed to the public. Finally, TIRC's annual reports did not reflect TIRC's current activities, performance measures, or recommendations on the funding needed in order to meet its responsibilities under the Act.

During the current examination, our sample testing showed TIRC ensured claimant files contained signed waivers and evidence the victims were notified and explained the inquiry process and their rights throughout the investigations. In addition, our sample testing showed TIRC notified the victims following the conclusions of the decisions on the cases and notified the victims of their option to attend proceedings otherwise closed to the public. Finally, we noted TIRC's annual report reflected its current activities, performance measures, or recommendations on the funding needed in order to meet its responsibilities under the Act. (Finding Code No. 2013-001)

B. **FINDING** (Failure to comply with interagency agreement)

During the prior examination, the Commission did not comply with provisions in an interagency agreement. The Commission failed to file quarterly and fiscal reports.

During the current examination, our sample testing showed the Commission complied with the requirements in its interagency agreements. (Finding Code No. 2013-003)

C. **FINDING** (Failure to document reconciliation of appropriation and expenditure records)

During the prior examination, the Commission failed to properly document monthly reconciliations of its appropriations and expenditures to the Office of the Comptroller's (Comptroller) records.

During the current examination, our sample testing indicated the Commission properly completed and documented monthly reconciliations of its appropriations and expenditures to the Comptroller's records. (Finding Code No. 2013-004, 11-2, 09-6, 07-6)

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
PRIOR FINDINGS NOT REPEATED
For the Two Years Ended June 30, 2015

D. **FINDING** (Failure to implement the Identity Protection Act)

During the prior examination, the Commission failed to implement the provisions of the Identity Protection Act (Act).

During the current examination, the Commission developed an Identity Protection Policy in accordance with the Act. (Finding Code No. 2013-007)

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2015

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

- Fiscal Schedules and Analysis:
 - Schedule of Appropriations, Expenditures and Lapsed Balances – Fiscal Year 2015
 - Schedule of Appropriations, Expenditures and Lapsed Balances – Fiscal Year 2014
 - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
 - Schedule of Changes in State Property
 - Comparative Schedule of Cash Receipts and Reconciliation of Cash Receipts to Deposits Remitted to the State Comptroller
 - Analysis of Significant Variations in Expenditures
 - Analysis of Significant Variations in Receipts
 - Analysis of Significant Lapse Period Spending

- Analysis of Operations (Not Examined):
 - Agency Functions and Planning Program (Not Examined)
 - Average Number of Employees (Not Examined)
 - Service Efforts and Accomplishments (Not Examined)

The accountant's report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2015 and June 30, 2014 accompanying supplementary information in Schedules 1 through 8. However, the accountants do not express an opinion on the supplementary information. The accountant's report also states that they have not applied procedures to the Analysis of Operations Section, and accordingly, they do not express an opinion or provide any assurance on it.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
Appropriations for Fiscal Year 2015
Fourteen Months Ended August 31, 2015

P.A. 98-0680 P.A. 99-0001	Appropriations (Net After Transfers)	Expenditures Through 6/30/15	Lapse Period Expenditures 7/1/15 to 8/31/15	Total Expenditures	Balances Lapsed
<u>General Revenue Fund - 001</u>					
Personal Services	\$ 1,596,000	\$ 1,355,265	\$ 58,893	\$ 1,414,158	\$ 181,842
State Contributions to Social Security	111,000	99,519	4,318	103,837	7,163
Contractual Services	154,400	107,593	14,580	122,173	32,227
Travel	8,900	6,591	832	7,423	1,477
Commodities	6,800	4,369	759	5,128	1,672
Printing	2,000	1,943	-	1,943	57
Equipment	3,600	1,161	337	1,498	2,102
Electronic Data Processing	2,400	198	-	198	2,202
Telecommunications	17,600	13,722	3,878	17,600	-
Illinois Torture Inquiry Relief Commission	293,300	240,263	12,012	252,275	41,025
GRAND TOTAL - ALL FUNDS	\$ 2,196,000	\$ 1,830,624	\$ 95,609	\$ 1,926,233	\$ 269,767

Note 1: Appropriations, expenditures, and lapsed balances were obtained from State Comptroller records and have been reconciled to Commission records.

Note 2: Expenditure amounts are vouchers approved for payment by the Commission and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
Appropriations for Fiscal Year 2014
Fourteen Months Ended August 31, 2014

P.A. 98-0027	Appropriations (Net After Transfers)	Expenditures Through 6/30/14	Lapse Period Expenditures 7/1/14 - 8/31/14	Total Expenditures	Balances Lapsed
<u>Appropriated Funds</u>					
<u>General Revenue Fund - 001</u>					
Illinois Torture Inquiry and Relief Commission	\$ 300,000	\$ 169,331	\$ 16,776	\$ 186,107	\$ 113,893
Lump Sum Operational Expenses	<u>1,799,400</u>	<u>1,637,690</u>	<u>92,300</u>	<u>1,729,990</u>	<u>69,410</u>
TOTAL - APPROPRIATED FUNDS	<u>\$ 2,099,400</u>	<u>\$ 1,807,021</u>	<u>\$ 109,076</u>	<u>\$ 1,916,097</u>	<u>\$ 183,303</u>
<u>Non-Appropriated Funds</u>					
<u>Human Rights Commission Special Projects Fund - 201</u>					
Torture Inquiry & Relief Commission - Operational Expenses		<u>\$ 74,340</u>	<u>\$ -</u>	<u>\$ 74,340</u>	
TOTAL - NON-APPROPRIATED FUNDS		<u>\$ 74,340</u>	<u>-</u>	<u>\$ 74,340</u>	
GRAND TOTAL - ALL FUNDS		<u>\$ 1,881,361</u>	<u>\$ 109,076</u>	<u>\$ 1,990,437</u>	

Note 1: Appropriations, expenditures, and lapsed balances were obtained from State Comptroller records and have been reconciled to Commission records.

Note 2: Expenditure amounts are vouchers approved for payment by the Commission and submitted to the State Comptroller for payment to the vendor.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
EXPENDITURES AND LAPSED BALANCES**
For the Fiscal Years Ended June 30,

	Fiscal Year		
	2015	2014	2013
	P.A. 98-0680 P.A. 99-0001	P.A. 98-0027	P.A. 97-0730
<u>Appropriated Funds</u>			
General Revenue Fund - 001			
Appropriations (Net of Transfers)	\$ 2,196,000	\$ 2,099,400	\$ 1,755,000
Expenditures			
Personal Services	\$ 1,414,158	\$ -	\$ 1,433,176
State Contributions to Social Security	103,837	-	105,511
Contractual Services	122,173	-	87,430
Travel	7,423	-	6,213
Commodities	5,128	-	3,962
Printing	1,943	-	1,995
Equipment	1,498	-	1,994
Electronic Data Processing	198	-	1,344
Telecommunications	17,600	-	18,199
Torture Inquiry and Relief Commission	252,275	186,107	-
Lump Sum: Operational Expenses	-	1,729,990	-
Total Expenditures	<u>\$ 1,926,233</u>	<u>\$ 1,916,097</u>	<u>\$ 1,659,824</u>
Lapsed Balances	<u>\$ 269,767</u>	<u>\$ 183,303</u>	<u>\$ 95,176</u>
TOTAL - APPROPRIATED FUNDS			
Appropriations (Net of Transfers)	\$ 2,196,000	\$ 2,099,400	\$ 1,755,000
Total Expenditures	1,926,233	1,916,097	1,659,824
Lapsed Balances	<u>\$ 269,767</u>	<u>\$ 183,303</u>	<u>\$ 95,176</u>
<u>Non-Appropriated Funds</u>			
CMS VS AFSCME Wages Trust Fund - 168			
Expenditures			
Court Ordered Wages	\$ -	\$ -	\$ 31,325
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 31,325</u>
Human Rights Commission Special Projects Fund - 201			
Expenditures			
Torture Inquiry & Relief Commission - Operational Expenses	\$ -	\$ 74,340	\$ 63,681
Total Expenditures	<u>\$ -</u>	<u>\$ 74,340</u>	<u>\$ 63,681</u>
TOTAL - NON-APPROPRIATED FUNDS	<u>\$ -</u>	<u>\$ 74,340</u>	<u>\$ 95,006</u>

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
EXPENDITURES AND LAPSED BALANCES**
For the Fiscal Years Ended June 30,

	Fiscal Year		
	2015	2014	2013
	P.A. 98-0680		
	P.A. 99-0001	P.A. 98-0027	P.A. 97-0730
GRAND TOTAL - ALL FUNDS			
Total Expenditures	<u>\$ 1,926,233</u>	<u>\$ 1,990,437</u>	<u>\$ 1,754,830</u>
STATE OFFICERS' SALARIES			
Appropriations			
Chairman	\$ 52,200	\$ 52,200	\$ 52,200
Twelve Members	563,600	563,600	563,600
Total Appropriations	<u>\$ 615,800</u>	<u>\$ 615,800</u>	<u>\$ 615,800</u>
Expenditures			
Chairman	\$ 50,975	\$ 52,179	\$ 52,179
Twelve Members	531,226	537,155	528,092
Total Expenditures	<u>\$ 582,201</u>	<u>\$ 589,334</u>	<u>\$ 580,271</u>
Lapsed Balances	<u>\$ 33,599</u>	<u>\$ 26,466</u>	<u>\$ 35,529</u>

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SCHEDULE OF CHANGES IN STATE PROPERTY
For the Two Years Ended June 30, 2015

		Equipment
Balance at July 1, 2013	\$	180,902
Additions		1,037
Deletions		(22,848)
Net Transfers		(3,313)
Balance, June 30, 2014	\$	155,778
Balance at July 1, 2014	\$	155,778
Additions		405
Deletions		(14,453)
Net Transfers		1,256
Balance, June 30, 2015	\$	142,986

Note: The above schedule has been derived from Commission records which have been reconciled to property reports submitted to the Office of the Comptroller.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
**COMPARATIVE SCHEDULE OF CASH RECEIPTS AND
RECONCILIATION OF CASH RECEIPTS TO
DEPOSITS REMITTED TO THE STATE COMPTROLLER**
For the Years Ended June 30, 2015, 2014 and 2013

	<u>2015</u>	<u>2014</u>	<u>2013</u>
General Revenue Fund - 001			
Jury Duty & Personal Phone Call Reimbursements	\$ -	\$ 71	\$ 171
Copy Reimbursements	5	41	-
Total Cash Receipts per Commission	<u>5</u>	<u>112</u>	<u>171</u>
Less - In Transit at End of Year	-	19	-
Plus - In Transit at Beginning of Year	19	-	-
Total Cash Receipts per State Comptroller's Records	<u><u>\$ 24</u></u>	<u><u>\$ 93</u></u>	<u><u>\$ 171</u></u>
CMS VS. AFSCME Wages Trust Fund - 168			
CMS vs. AFSCME Wages Trust	\$ -	\$ -	\$ 31,325
Total Cash Receipts per Commission	-	-	31,325
Less - In Transit at End of Year	-	-	-
Plus - In Transit at Beginning of Year	-	-	-
Total Cash Receipts per State Comptroller's Records	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 31,325</u></u>
Human Rights Commission Special Projects Trust Fund - 201			
Receipt from ICJIA for Torture Commission Operations	\$ -	\$ 58,021	\$ 80,000
Total Cash Receipts per Commission	-	58,021	80,000
Less - In Transit at End of Year	-	-	-
Plus - In Transit at Beginning of Year	-	-	-
Total Cash Receipts per State Comptroller's Records	<u><u>\$ -</u></u>	<u><u>\$ 58,021</u></u>	<u><u>\$ 80,000</u></u>
GRAND TOTAL - ALL FUNDS			
Total Cash Receipts per Commission	\$ 5	\$ 58,133	\$ 111,496
Less - In Transit at End of Year	-	19	-
Plus - In Transit at Beginning of Year	19	-	-
Total Cash Receipts per State Comptroller's Records - All Funds	<u><u>\$ 24</u></u>	<u><u>\$ 58,114</u></u>	<u><u>\$ 111,496</u></u>

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2015

The following is a summary of explanations for significant variations in expenditures. Variations between fiscal years were considered significant if greater than \$20,000 and 20%.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2015 AND 2014

APPROPRIATED FUNDS:

GENERAL REVENUE FUND - 001

Personal Services; State Contribution to Social Security; Contractual Services

The increases were due to the Commission receiving individual appropriations designated for specific purposes in Fiscal Year 2015, rather than a lump sum appropriation for operational expenses.

Torture Inquiry and Relief Commission (TIRC)

The increase was due to an increase in personnel costs. TIRC hired a staff attorney in January 2014 as well as a private investigator and law clerk in March 2014. These individuals only worked a portion of Fiscal Year 2014, but worked all of Fiscal Year 2015. When these individuals, along with interns, were hired, additional phone, data lines, and computers were purchased.

Lump Sum Operation Expenses

The decrease was due to the Commission receiving individual appropriations designated for specific purposes in Fiscal Year 2015.

NON-APPROPRIATED FUND:

HUMAN RIGHTS COMMISSION SPECIAL PROJECTS FUND - 201

Torture Inquiry & Relief Commission - Operational Expenses

The decrease was due to no federal grants being administered in Fiscal Year 2015. In Fiscal Year 2013, the fund was created for the Commission to administer federal grant funds on behalf of the TIRC. This was continued in Fiscal Year 2014, but ended in Fiscal Year 2015.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES
For the Two Years Ended June 30, 2015

The following is a summary of explanations for significant variations in expenditures. Variations between fiscal years were considered significant if greater than \$20,000 and 20%.

ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2014 AND 2013

APPROPRIATED FUNDS:

GENERAL REVENUE FUND - 001

Personal Services; State Contribution to Social Security; Contractual Services

The decreases were due to the Commission receiving a lump sum appropriation for operational expenses in Fiscal Year 2014, rather than individual appropriations designated for specific purposes.

Torture Inquiry and Relief Commission (TIRC)

The increase was due to expenses related to the hiring of additional TIRC staff in Fiscal Year 2014.

Lump Sum Operation Expenses

The increase was due to the Commission receiving a lump sum appropriation for operational expenses in Fiscal Year 2014, rather than individual appropriations designated for specific purposes.

NON-APPROPRIATED FUND:

CMS VS AFSCME WAGES TRUST - 168

Court Ordered Wages

The decrease was due to no fund activity in Fiscal Year 2014. In Fiscal Year 2013, this fund was created for the purpose of paying mandatory back-pay of union salaries.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS
For the Two Years Ended June 30, 2015

The following is a summary of explanations for significant variations in receipts. Variations between fiscal years were considered significant if greater than \$1,000 and 20%.

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2015 AND 2014

Human Rights Commission Special Projects Trust Fund (201)

Receipts from ICJIA for Torture Commission Operation

The decrease was due to the federal grant money from the Illinois Criminal Justice Information Authority (ICJIA) to administer the Illinois Torture Inquiry and Relief Commission (TIRC) expiring in Fiscal Year 2014. The Commission received related appropriations in Fiscal Year 2014 and Fiscal Year 2015.

ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2014 AND 2013

CMS VS. AFSCME Wages Trust Fund (168)

CMS VS. AFSCME Wages Trust

The decrease was due to Fund 168 being established in Fiscal Year 2013 for the purpose of paying mandatory back pay for employees and there was no such activity in Fiscal Year 2014.

Human Rights Commission Special Projects Trust Fund (201)

Receipts from ICJIA for Torture Commission Operation

The decrease was due to the federal grant money from ICJIA to administer the TIRC expiring in Fiscal Year 2014. The Commission received related appropriations in Fiscal Year 2014 and Fiscal Year 2015.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
For the Two Years Ended June 30, 2015

There was no significant lapse period spending noted during Fiscal Year 2014 or Fiscal Year 2015.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
AGENCY FUNCTIONS AND PLANNING PROGRAM (NOT EXAMINED)
For the Two Years Ended June 30, 2015

FUNCTIONS

The Human Rights Commission (Commission) was created when the Illinois Human Rights Act (Act) was signed into law by Governor Thompson on December 6, 1979. The Act forbids discrimination in employment, real estate transactions, higher education, public accommodations and access to financial credit on the basis of sex, age, race, color, religion, arrest record, marital status, handicap, citizenship, national origin, ancestry, unfavorable military discharge, retaliation, pregnancy, sexual harassment, and sexual orientation. It also enumerates the powers and duties of the Commission, such as the ability to hold meetings anywhere within the State, to establish offices in Springfield and Chicago, and to set the compensation of employees. The Act requires all hearing officers (also known as Administrative Law Judges (ALJs)) to be licensed attorneys in Illinois and full time employees. A training program for ALJs is required to be implemented and must include such topics as substantive and procedural aspects of the position, current issues in human rights law and practice, observation of experienced hearing officers, and the use of hypothetical cases requiring the hearing officer to issue judgments as a means to evaluate knowledge and writing ability.

The Commission is a quasi-judicial administrative agency. It consists of staff and 13 Commissioners, appointed by the Governor with the advice and consent of the Senate. The Governor designates one of the Commissioners as the Chairman. Commissioners serve a four-year term and may be reappointed.

The Act resulted in the creation of the Department of Human Rights (Department) and the Human Rights Commission, two separate entities whose roles are set forth by the Act. Both entities work together to enforce the Act. The Department investigates charges of discrimination brought under the Act. When the Department finds evidence of a violation, it files a complaint with the Commission. The Commission reviews complaints brought forth by the Department and issues impartial decisions on complaints of unlawful discrimination.

The Commission conducts public hearings, presided over by its ALJs. After both parties provide evidence, the ALJ issues a recommended order and decision. Once a recommended order and decision is issued, the Act allows the parties to seek review by the Commissioners. The Commission meets in panels consisting of three Commissioners and issues orders and decisions on the recommendation of the administrative law judge. If the complaint is sustained, the Commission will order a remedy to be paid to the complainant. The respondent may appeal the Commission's order and decision to the State Appellate Court.

PLANNING PROGRAM

A management plan is prepared annually to document the goals and objectives for the upcoming fiscal year. This enables the Commission to manage core operations within the appropriation.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
AGENCY FUNCTIONS AND PLANNING PROGRAM (NOT EXAMINED)
For the Two Years Ended June 30, 2015

A monthly financial report is produced by the Chief Fiscal Officer on the Commission's expenditures and remaining appropriations. Monthly budget meetings with the Executive Director, the Chief Administrative Law Judge, General Counsel and the Chief Fiscal Officer are held to discuss relevant issues concerning Commission expenditures. During the meeting, actual expenditures are compared to budgeted amounts and resulting variances are discussed. Budget meetings provide an opportunity to monitor staffing levels, current caseloads, and progress toward reducing the number of open cases in the caseload system. In addition, Commissioners also conduct monthly meetings to address issues such as the evaluation of evidence and legal argument in a contested legal proceeding, the periodic self-assessment of the Commission and the appointment, compensation, and evaluation of employees of the Commission. Oversight by the Executive Director and Chief Fiscal Officer of daily operations along with employee evaluations assists the Commission with fulfilling its statutory responsibilities.

Illinois Torture Inquiry and Relief Commission

The Illinois Torture Inquiry and Relief Commission (TIRC) was created when the Torture Inquiry and Relief Commission Act (Act) was signed into law on August 10, 2009. The Act established the TIRC to examine allegations of prison inmates claiming to have been tortured by police into giving coerced confessions to crimes for which they were ultimately convicted.

By statute, the Commission provides administrative support to the TIRC. The TIRC was issued a separate General Revenue Fund appropriation through the Commission during Fiscal Years 2014 and 2015.

The TIRC consists of eight commissioners, appointed by the Governor with the advice and consent of the Senate. Commissioners serve no more than two consecutive three-year terms plus any initial term of less than three years. The Commission meets regularly and all meetings are conducted in compliance with the Open Meetings Act.

While the Commission originally accepted claims for filing by anyone convicted in Illinois, effective September 19, 2014, the Illinois Administrative Code amended its definition of "a claim of torture" to only include those claiming to have been tortured into giving coerced confession to crimes by a specific Commander or any officer under his/her supervision. Per the Illinois Administrative Code, the Commission no longer accepts any claims. The deadline for filing a claim expired on August 10, 2014.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
AVERAGE NUMBER OF EMPLOYEES (NOT EXAMINED)
For the Years Ended June 30, 2015

The following table, prepared from Commission records, presents the average number of employees, by function, for the Fiscal Years ended June 30,

<u>Positions</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Officials/Managers	4	4	4
Professionals	11	13	12
Paraprofessionals	2	2	2
Office/Clerical	2	2	2
Torture Inquiry and Relief Commission	<u>3</u>	<u>2</u>	<u>1</u>
Total Average Full-Time Employees	<u><u>22</u></u>	<u><u>23</u></u>	<u><u>21</u></u>

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED)
For the Two Years Ended June 30, 2015

The Human Rights Commission’s (Commission) primary responsibility is to review and issue impartial decisions on complaints of unlawful discrimination and furnish information to the public about the Illinois Human Rights Act (Act) and the Commission.

The Act resulted in the creation of the Department of Human Rights (Department) and the Commission, two separate entities whose roles are set for by the Act. Both entities work together to enforce the Act. The Department investigates charges of discrimination brought under the Act. When the Department finds evidence of a violation, it files a complaint with the Commission. The Commission reviews the complaints brought forth by the Department and issues impartial decisions of unlawful discrimination.

The Commission conducts public hearings presided over by its administrative law judges. After both parties provide evidence, the administrative law judge issues a recommended order and decision. Once a recommended order and decision is issued, the Act allows the parties to seek review by the Commissioners. The Commission meets in panels consisting of three Commissioners and issues orders and decisions on the recommendation of the administrative law judge. The Commission panel may accept, reject, reverse, or modify a judge’s recommendation or remand the case for further proceedings. If the complaint is sustained, the Commission will order a remedy to be paid to the complainant. The respondent may appeal the Commission’s order and decision to the State Appellate Court.

Listed below is a compilation of total complaints filed, cases completed, and open cases at fiscal year end as provided by the Commission for Fiscal Years 2013, 2014, and 2015.

	<u>FY 2015</u>	<u>FY 2014</u>	<u>FY 2013</u>
Complaints filed through the Department of Human Rights	91	82	114
Complaints filed by complainants	20	21	44
Cases carried over from prior year	<u>575</u>	<u>669</u>	<u>783</u>
Total complaints pending	686	772	941
Cases completed	<u>(149)</u>	<u>(197)</u>	<u>(272)</u>
Open cases at fiscal year end	<u>537</u>	<u>575</u>	<u>669</u>
Average number of administrative law judges	<u>6</u>	<u>7</u>	<u>7</u>
Average caseload	<u>90</u>	<u>82</u>	<u>96</u>

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
SERVICE EFFORTS AND ACCOMPLISHMENTS (NOT EXAMINED)
For the Two Years Ended June 30, 2015

The Torture Inquiry and Relief Commission (TIRC) is an independent commission under the Illinois Human Rights Commission for administrative purposes. The Torture Inquiry and Relief Commission Act (Act) established the TIRC to examine allegations of prisoners claiming to have been tortured.

Listed below is a compilation of TIRC claim data which reflects claims received, granted or denied for Fiscal Years 2013, 2014, and 2015.

	<u>FY 2015</u>	<u>FY 2014</u>	<u>FY 2013</u>
Claims of torture filed with the TIRC	6	95	22
Open claims	216	220	22
Claims granted	2	4	0
Claims denied	7	13	0
Claims referred to the Chief Judge of the Circuit Court of Cook County for appropriate review or relief	2	4	5