



STATE OF ILLINOIS
**OFFICE OF THE
AUDITOR GENERAL**

William G. Holland, Auditor General

SUMMARY REPORT DIGEST

PRISONER REVIEW BOARD

**COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2010**

Release Date: July 14, 2011

Summary of Findings:

Total this audit:	2
Total last audit:	5
Repeated from last audit:	2

SYNOPSIS

- The Prisoner Review Board did not conduct employee performance evaluations timely.
- The Prisoner Review Board was not composed of 15 members as required by the Unified Code of Corrections.

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

**PRISONER REVIEW BOARD
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2010**

EXPENDITURE STATISTICS	2010	2009	2008
Total Expenditures.....	\$ 1,392,832	\$ 1,591,380	\$ 1,592,918
OPERATIONS TOTAL.....	\$ 1,392,832	\$ 1,591,380	\$ 1,592,918
% of Total Expenditures.....	100.0%	100.0%	100.0%
Personal Services.....	881,872	840,483	852,982
Other Payroll Costs (FICA, Retirement).....	65,209	239,244	204,250
All Other Operating Expenditures.....	445,751	511,653	535,686
Total Receipts.....	\$ 100	\$ 550	\$ 399
Average Number of Employees.....	18	18	19

SELECTED ACTIVITY MEASURES (Not Examined)	2010	2009	2008
Case Reviews:			
Adults:			
Parole Reviews.....	115	184	127
Release Reviews.....	22,748	27,205	25,786
Good Conduct Credit Reviews.....	4,356	4,633	4,578
All Others.....	20,737	19,509	15,508
Total Adult Considerations.....	<u>47,956</u>	<u>51,531</u>	<u>45,999</u>
Juveniles:			
Parole Reviews.....	1,250	1,528	1,605
Discharge Reviews.....	420	404	541
All Others.....	2,134	2,431	2,280
Total Juveniles Reviewed.....	<u>3,804</u>	<u>4,363</u>	<u>4,426</u>

AGENCY CHAIRMAN	
During Examination Period:	Jorge Montes (through 8/20/10)
Currently:	Adam Monreal (effective 8/23/10)

FINDINGS, CONCLUSIONS, AND
RECOMMENDATIONS

EMPLOYEE PERFORMANCE EVALUATIONS NOT COMPLETED TIMELY

Employee evaluations performed late

The Prisoner Review Board (Board) did not conduct employee evaluations timely. During testing of personnel files, we noted 12 of 18 (67%) employee personnel files did not contain timely performance evaluations. The employee performance evaluations were completed 1 to 144 days late. (Finding 1, page 8) **This finding was first reported in 2006.**

We recommended the Board comply with the Illinois Administrative Code and take appropriate measures to ensure performance evaluations are conducted annually and in a timely manner.

Board accepts recommendation

Board managements accepted our recommendation and stated the Board is working to ensure adequate procedures are in place to perform evaluations timely as required. (*For the previous Board response, see Digest Footnote #1.*)

LACK OF REQUIRED BOARD MEMBERS

Board not composed of all required members

The Board was not composed of 15 members as required by the Unified Code of Corrections (Code). During the prior and current examination period, the Board operated with only 13 members.

We recommended the Board work with the Governor's office to ensure Board vacancies are filled in a timely manner. (Finding 2, page 9)

Board accepts recommendation

Board management accepted our recommendation and stated the Board has and will continue to inform the Governor's office of all Board positions and the Board members' term of appointment.

AUDITORS' OPINION

We conducted a compliance examination of the Board as required by the Illinois State Auditing Act. The Board has no funds that require an audit leading to an opinion on financial statements.



WILLIAM G. HOLLAND²
Auditor General

WGH:JSC:pp

AUDITORS ASSIGNED

Kyle E. McGinnis, CPA was our special assistant auditor.

DIGEST FOOTNOTES

#1 – EMPLOYEE PERFORMANCE EVALUATIONS NOT COMPLETED TIMELY – Previous Board Response

2008: Recommendation accepted. The Board is working to ensure adequate procedures are in place to perform evaluations timely as required.