



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

Frank J. Mautino, Auditor General

**SUMMARY REPORT DIGEST**

**DEPARTMENT OF HUMAN RIGHTS**

Compliance Examination  
 For the Two Years Ended June 30, 2017

Release Date: January 11, 2018

FINDINGS THIS AUDIT: 3	AGING SCHEDULE OF REPEATED FINDINGS						
	New	Repeat	Total	Repeated Since	Category 1	Category 2	Category 3
Category 1:	0	0	0	2007		17-3	
Category 2:	2	1	3				
Category 3:	0	0	0				
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>3</b>				
FINDINGS LAST AUDIT: 6							

**SYNOPSIS**

- (17-1) The Department did not meet the procedural time limits set forth when a charge of a civil rights violation has been filed.
- (17-3) The Department did not exercise sufficient control over its property.

**Category 1:** Findings that are **material weaknesses** in internal control and/or a **qualification** on compliance with State laws and regulations (material noncompliance).  
**Category 2:** Findings that are **significant deficiencies** in internal control and **noncompliance** with State laws and regulations.  
**Category 3:** Findings that have **no internal control issues but are in noncompliance** with State laws and regulations.

{Expenditures and Activity Measures are summarized on next page.}

**DEPARTMENT OF HUMAN RIGHTS  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2017**

<b>EXPENDITURE STATISTICS</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
<b>Total Expenditures (All Funds).....</b>	<b>\$ 11,923,099</b>	<b>\$ 11,403,608</b>	<b>\$ 12,947,359</b>
<b>OPERATIONS TOTAL.....</b>	<b>\$ 11,923,099</b>	<b>\$ 11,403,608</b>	<b>\$ 12,947,359</b>
% of Total Expenditures.....	100.0%	100.0%	100.0%
Personal Services.....	9,701,189	9,683,982	10,354,255
Other Payroll Costs (FICA, Retirement).....	1,511,862	1,421,750	1,515,186
All Other Operating Expenditures.....	710,048	297,876	1,077,918
<b>Total Receipts.....</b>	<b>\$ 1,617,567</b>	<b>\$ 3,492,719</b>	<b>\$ 2,909,882</b>
<b>Average Number of Employees (Not Examined).....</b>	<b>127</b>	<b>121</b>	<b>140</b>

<b>SELECTED ACTIVITY MEASURES (Not Examined)</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
<b>Discrimination Caseload Statistics</b>			
Docketed.....	2,919	3,132	3,367
Completed.....	3,069	3,050	3,325
Complainant filings at Human Rights Commission.....	29	20	22
Average Charges Completed per Month per Investigator....	7.1	6.8	5.3
Investigators employed at end of year.....	36	37	46

<b>AGENCY DIRECTOR</b>
During Examination Period: Mr. Rocco Claps (7/1/15 - 6/30/16), Ms. Janice Glenn (Acting Director 7/1/16 - 6/30/17)
Currently: Ms. Janice Glenn, Acting Director

**FINDINGS, CONCLUSIONS, AND  
RECOMMENDATIONS**

**NONCOMPLIANCE WITH STATUTORILY  
MANDATED TIME LIMITS**

The Department of Human Rights (Department) did not meet the procedural time limits set forth when a charge of a civil rights violation has been filed.

In our review of 40 employment cases filed with the Department, we noted the following:

**Required copies of charges or notices were sent 1 to 115 days late or not at all**

- In 28 (70%) of the cases tested, a copy of the charge to the respondent was served 1 to 115 days later than the required 10 day period.
- In 25 (63%) of the cases tested, notices to the complainant of the complainant's rights to file a complaint with the Human Rights Commission or commence a civil action in the appropriate circuit court were served 1 to 115 days later than the required 10 day period.
- In 34 (85%) of the cases tested, notice to the respondent of the complaint's right to file with the Human Rights Commission or commence a civil action in the appropriate circuit court was not served. The required time period to send the notice is 10 days. (Finding 1, pages 8-9)

We recommended the Department timely notify the appropriate parties as mandated by the Illinois Human Rights Act.

**Department accepts the recommendation**

Department officials accepted the recommendation.

**INADEQUATE CONTROLS OVER STATE PROPERTY  
AND EQUIPMENT**

The Department did not have adequate controls over its property and equipment. Some of the conditions we noted are as follows:

- Equipment items were not tagged or could not be located.
- The Department did not properly report equipment additions, deletions, and transfers on its C-15s in the quarter when the equipment transactions occurred.
- The Department did not maintain documentation to certify computers transferred to State Surplus had its data erased, wiped, sanitized, or destroyed prior to transfer.

- Equipment additions, deletions, and transfers out were not recorded on the Department's property listing within 30 days of acquisition/disposal. (Finding 3, pages 11-13)  
**This finding was first reported in 2007.**

We recommended the Department improve its procedures to ensure compliance with the property control rules.

**Department accepts the recommendation**

Department officials accepted the recommendation and stated it will perform a full inventory of all assets in its offices to confirm that they are tagged and included in its records. Additionally, the Department will improve its mechanisms for tracking movement of assets within the Department. (*For the Department's previous response, see Digest Footnote #1.*)

**OTHER FINDINGS**

The remaining finding pertains to the Department's failure to maintain an internal audit program. We will review the Department's progress towards the implementation of our recommendation in our next examination.

**ACCOUNTANT'S OPINION**

The accountants conducted a compliance examination of the Department for the two years ended June 30, 2017, as required by the Illinois State Auditing Act. The accountants stated the Department complied, in all material respects, with the requirements described in the report.

This compliance examination was conducted by Borschnack, Pelletier & Co.

**SIGNED ORIGINAL ON FILE**

JANE CLARK  
Division Director

This report is transmitted in accordance with Section 3-14 of the Illinois State Auditing Act.

**SIGNED ORIGINAL ON FILE**

FRANK J. MAUTINO  
Auditor General

FJM:jv

**DIGEST FOOTNOTES**

**#1 – INADEQUATE CONTROLS OVER STATE  
PROPERTY AND EQUIPMENT – (Previous Department  
Response)**

2015: The Department accepts the recommendation. The Department will provide additional training to agency staff to correct issues raised in this finding.