



Auditing for a Better Oregon

February 6, 2003

Samuel Davila, Director
Oregon Commission on Hispanic Affairs
525 Trade St. SE
Salem, Oregon 97301

Dear Mr. Davila:

We have completed a change of director review of the Oregon Commission on Hispanic Affairs' (commission) former director, Gabriel Silva, who resigned from the director position effective June 30, 2002. The review was conducted in compliance with Oregon Revised Statute 297.210, which requires the Audits Division to perform an audit or review when the executive head of a state agency leaves that position for any reason.

Our objective was to ensure that appropriate actions were taken to protect state assets when the former director separated from the board. We determined whether assets assigned to him were returned; his access to state and automated systems was terminated; travel and other reimbursements submitted or approved by him during his last six months of employment were appropriate and in compliance with applicable laws and regulations; his recent payroll disbursements and leave accruals were appropriate and accurate; and recent personal service contracts signed by him were in compliance with applicable laws and regulations.

We found that the commission took appropriate action to protect state assets upon the former director's separation from the agency.

Should you have any questions concerning these issues, feel free to contact Gary Fredricks or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

James D. Pitts
Audit Administrator

JDP:brk

cc: Gary Weeks, Director, Department of Administrative Services
Jean Gabriel, SARS, State Controller's Division, Department of Administrative Services
John Radford, Administrator, State Controller's Division,
Department of Administrative Services

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