



Auditing for a Better Oregon

March 20, 2003

Stephen McConnel, Chair
Oregon Board of Psychologist Examiners
3218 Pringle Road SE, Suite 130
Salem, Oregon 97302

Dear Mr. McConnel:

We have completed a change of director review of the Oregon Board of Psychologist Examiners' (board) former director, Janis Côté, who resigned effective December 13, 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 resigned from her position. We reviewed representations from management to determine whether assets assigned to the former director were returned and whether her access to state and automated systems was terminated. In addition, we reviewed travel and other reimbursements submitted by the former director during her last three months of employment and determined that these claims complied with applicable laws and regulations. We also examined the former director's recent payroll disbursements and leave accruals, which appear to be appropriate and accurate.

Based on our limited review, we found that the board took appropriate action to protect state assets upon the former director's resignation.

Should you have any questions concerning this review, feel free to contact Ryan Dempster or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Jason M. Stanley, CPA
Audit Administrator

JMS:brk

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

Management Letter No. 122-2003-03-01