

OFFICE OF THE
SECRETARY OF STATE
Bill Bradbury
Secretary of State



AUDITS DIVISION
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Director

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Auditing for a Better Oregon

April 2, 2003

Jean Thorne, Director
Department of Human Services
500 Summer Street NE, E-15
Salem, Oregon 97301-1097

Dear Ms. Thorne:

We have completed a change of director review of the Department of Human Services' former director, Bobby Mink, who resigned effective December 31, 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 his position. We reviewed representations from management and determined that assets assigned to the former director were returned and that his access to state and automated systems was terminated. Additionally, we examined the former director's recent payroll disbursements and leave accruals, which appear to be appropriate and accurate. We also reviewed travel and other reimbursements submitted by the former director during his last three months of employment and determined that these claims complied with applicable laws and regulations.

Based on our limited review, we found that the Department of Human Services took appropriate action to protect state assets upon the former director's change in position.

Should you have any questions concerning the review, feel free to contact Amy Palacios or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Kelly L. Olson, CPA
Audit Administrator
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cc: Jim Neely, Deputy Director, Department of Human Services
Cindy Scheick, Interim Chief Audit Officer, Department of Human Services
Gary Weeks, Director, Department of Administrative Services

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