

OFFICE OF THE
SECRETARY OF STATE
Bill Bradbury
Secretary of State



AUDITS DIVISION
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Auditing for a Better Oregon

May 1, 2003

Cory Streisinger, Director
Department of Consumer and Business Services
350 Winter Street NE
Salem, Oregon 97301-3878

Dear Ms. Streisinger:

We have completed a change of director review of the Department of Consumer and Business Services' (department) former director, Mary Neidig, who separated from the department on January 17, 2003. 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 and determined that assets assigned to the former director were returned and that her access to state and automated systems was terminated. 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 her final three months of employment and determined that her claims complied with applicable laws and regulations. Finally, we reviewed contracts entered into by the department, during the former director's last 12 months of employment, and determined that the contracts appeared to be for valid business purposes.

Based on our limited review, we found that the Department of Consumer and Business Services took appropriate actions 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 Aaron Hunter or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Jason M. Stanley, CPA
Audit Administrator

JMS:brk
cc: Greg Malkasian, Deputy Director
Star Durbrow, Internal Auditor

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Gary Weeks, Director, Department of Administrative Services