

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

Roy Woo, Acting State Forester  
Oregon Department of Forestry  
2600 State Street  
Salem, Oregon 97310

Dear Mr. Woo:

We have completed a change of director review of the Oregon Department of Forestry's (department) former director, James Brown, who resigned effective January 22, 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 his position. We reviewed representations from management to determine whether assets assigned to the former director were returned and whether his access to state and automated systems was terminated. In addition, we 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. We also examined the former director's recent payroll disbursements and leave accruals, which appear to be appropriate and accurate. Finally, we found that recent personal service contracts were in compliance with applicable laws and regulations.

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

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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:jas

cc: Clark Seely, Assistant State Forester, Department of Forestry  
Gary Weeks, Director, Department of Administrative Services