

OREGON LIQUOR CONTROL COMMISSION
9079 MCLOUGHLIN BOULEVARD
MILWAUKIE, OR 97269-2297



Auditing for a Better Oregon

April 3, 2003

Karen Gregory, Interim Director
Oregon Liquor Control Commission
9079 SE McLoughlin Boulevard
Milwaukie, OR 97269-2297

Dear Ms. Gregory:

We have completed a change of director review of the Oregon Liquor Control Commission's former director, Pamela Erickson, who resigned from the director position effective February 28, 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 separated 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. In addition, we reviewed travel and other reimbursements submitted by her 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 Oregon Liquor Control 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 Aaron Hunter, or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Kelly L. Olson, CPA
Audit Administrator
KLO:jas
cc: Michael O'Connor, Fiscal Services Director
Gary Weeks, Director, Department of Administrative Services

Management Letter No. 845-2003-04-01