



Auditing for a Better Oregon

May 19, 2004

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

Dear Mr. Weeks:

We have completed a change of director review of the Department of Human Services' former director, Jean Thorne, who resigned effective March 1, 2004. 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. 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. Finally, we obtained a listing of personal service contracts signed by the former director. We determined that in her last three months of employment she had not signed any new personal service contracts. As a result, no further review was conducted.

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 separation from the agency.

Should you have any questions concerning these issues, feel free to contact Alan Bell or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Neal E. Weatherspoon, CPA, CISA
Audit Administrator

NEW: brk
cc: Theresa McHugh, Acting Director, Department of Administrative Services

Management Letter No. 410-2004-05-01