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*Auditing for a Better Oregon*

January 13, 2006

Eugene D. Berger, Shared Client Services Manager  
Department of Administrative Services  
155 Cottage St. NE  
Salem, OR 97310

Dear Mr. Berger:

We have completed a change of director review of the Oregon Board of Investigators' former director, Kelly Paige, who resigned effective October 31, 2005. 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 examined supporting documentation and determined that the department took appropriate action to protect state assets upon the former director's separation from the Oregon Board of Investigators. Specifically:

- Assets assigned to the former director were returned and her access to state and automated systems was terminated.
- Travel and other reimbursement claims submitted by the former director during her last three months of employment complied with applicable laws and regulations.
- The former director's recent payroll disbursements and leave accruals were appropriate and accurate.
- Contracts signed by the former director during her last three months of employment appeared to be for a valid business purpose.

Should you have any questions regarding this review, please contact me at (503) 986-2349.

Sincerely,  
OREGON AUDITS DIVISION

Kelly L. Olson, CPA  
Audit Manager

KLO:bk

cc: John Minnis, Director, Department of Public Safety Standards and Training  
Brian Henson, Private Security Supervisor, Department of Public Safety Standards and Training  
Lindsay Ball, Director, Department of Administrative Services

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