



Auditing for a Better Oregon

August 15, 2006

Rick Crager, Acting Director
Oregon Housing and Community Services Department
725 Summer Street NE, Suite B
Salem, Oregon 97301

Dear Mr. Crager:

We have completed a change of director review of the Oregon Housing and Community Services Department (department) former director, Bob Repine, who resigned effective February 28, 2006. The review was conducted in compliance with Oregon Revised Statute 297.210, which requires the Secretary of State 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 appropriate actions were taken to protect state assets when the former director resigned from his position. We reviewed representations from management and examined supporting documentation and determined the department took appropriate action to protect state assets upon the former director's separation from the department. Specifically:

- Assets assigned to the former director were returned and his access to state and automated systems was terminated in a timely manner.
- Travel and other reimbursement claims submitted by the former director during his 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.

Should you have any questions concerning this review, please contact me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Ryan K. Dempster, CPA, CFE
Audit Manager

cc: Lindsay Ball, Director, Department of Administrative Services

Management Letter No. 914-2006-08-01