

Office of the Secretary of State

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Audits Division

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May 17, 2007

Ronald A. Bersin, Director
Government Standards and Practices Commission
885 Summer Street NE, 2nd Floor
Salem, OR 97301

Dear Mr. Bersin:

We have completed a change of director review of the Government Standards and Practices Commission (commission) former director, Patrick Hearn, who resigned effective August 2, 2006. We also conducted a change of director review of the former interim director, Donald Crabtree, who resigned from that position effective November 2, 2006, but remained with the commission in his former position. 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 and former interim director resigned from their positions. We reviewed representations from management and examined supporting documentation and determined that the commission took appropriate action to protect state assets upon the former director's and former interim director's separation from the department. Specifically:

- Assets assigned to the former director were returned and his access to state and department automated systems was terminated in a timely manner. In addition, assets assigned to the former interim director were properly accounted for, and his access to state and department automated systems was appropriate.
- Travel and other reimbursement claims submitted by the former director and former interim director during their last three months as director complied with applicable laws and regulations.
- The former director's and former interim director's recent payroll disbursements and leave accruals were appropriate and accurate.
- According to representations from commission management, the former director and former interim director did not approve or sign any contracts while they were in the director's position; therefore, we did not review any contracts.

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Should you have any questions concerning these issues, please contact me at (503) 986-2351.

Sincerely,
OREGON AUDITS DIVISION

V. Dale Bond, CPA, CISA, CFE
Audit Manager

VDB:brk
cc: Lindsay Ball, Director, Department of Administrative Services