

Office of the Secretary of State
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Secretary of State

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Audits Division
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March 6, 2007

Ingrid Swenson, Executive Director
Public Defense Services
1320 Capitol Street NE, Suite 200
Salem, OR 97303

Dear Ms. Swenson:

We have completed a change of director review at the Office of Public Defense Services (OPDS) for the former director, Peter Ozanne, who resigned effective September 22, 2006. 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 his position. We reviewed representations from management and examined supporting documentation and determined that 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 these issues, please contact me at (503) 986-2351.

Sincerely,
OREGON AUDITS DIVISION

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

VDB:brk

cc: Kathryn Aylward, Director of Contract and Business Services Division
Lindsay Ball, Director, Department of Administrative Services