

**Office of the Secretary of State**

Bill Bradbury  
Secretary of State

Jean Straight  
Deputy Secretary of State



**Audits Division**

Charles A. Hibner, CPA  
Director

255 Capitol Street NE, Suite 500  
Salem, OR 97310

(503) 986-2255  
**fax** (503) 378-6767

May 17, 2007

Virgil Moore, Director  
Oregon Department of Fish and Wildlife  
3406 Cherry Avenue NE  
Salem, OR 97303

Dear Mr. Moore:

We have completed a change of director review of the Oregon Department of Fish and Wildlife (department) former interim director, Roy Elicker, who resigned from that position effective August 1, 2006, and returned to his former position as deputy director of Fish and Wildlife Programs. 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 interim 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 interim director's resignation from his position. Specifically:

- 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 interim director complied with applicable laws and regulations. However, we noted a cost savings of approximately \$211 could have been realized if state motor pool vehicles rather than personal vehicles had been used for travel.
- The former interim director's recent payroll disbursements and leave accruals were appropriate and accurate.
- According to representations from department management, the former interim director did not approve or sign any contracts while he was in the director's position; therefore, we did not review any contracts.

**We recommend** department management consider the cost benefit of using state motor pool vehicles rather than personal vehicles for travel.

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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

cc: Lindsay Ball, Director, Department of Administrative Services